

COLLEGE STATION FIRE DEPARTMENT DEPARTMENTAL POLICY DEPARTMENTAL STANDARD OPERATING PROCEDURES

TABLE OF CONTENTS:

100 - ADMINISTRATIVE POLICIES

- POL100.1.10 Chain of Command
- POL100.2.10 Fire Dept. Dress Regulations
- POL100.4.10 EMS Certification-CEU Evaluation
- POL100.5.10 Testing Requirements-Professional Development Guide
- POL100.5.20 Proby Performance Evaluation
- POL100.5.30 Skill Based Pay Program
- POL100.5.40 Training Guidelines
- POL100.6.10 Temporary Assignment-Acting in higher position
- POL100.6.20 Trading Work Time
- POL100.6.30 Personnel and Payroll
- POL100.6.40 Personal Leave
- POL100.6.50 Shift Employee Annual Leave
- POL100.7.10 Standard of Conduct
- POL100.7.20 Driving Violations/Arrests
- POL100.7.30 Tobacco Use
- POL100.7.40 Use of City Internet
- POL100.8.10 Records Release – Fire/EMS
- POL100.8.11 News Media Relations
- POL100.8.20 Purchasing Procedures
- POL100.8.30 Vehicle Pool - Use

200 - ADMINISTRATIVE PROCEDURES

- SOP200.1.10 Alerting Guidelines – Notification of Staff Personnel
- SOP200.1.20 Communications – Fire Ground Simplex Radio
- SOP200.2.10 Disciplinary Procedures

300 - OPERATIONAL PROCEDURES

- SOP300.1.10 Incident Command Procedures
- SOP300.1.11 Rapid Intervention Teams
- SOP300.1.20 Personnel Accountability System
- SOP300.1.30 Incident Safety Officer (ISO)
- SOP300.1.40 Rehab Activation – Rehab Sector
- SOP300.1.50 Emergency Signal
- SOP300.1.60 Radio Emergency Button
- SOP300.2.10 Protective Clothing – Use, Care, Inspection
- SOP300.2.20 SCBA/Pass Usage Guidelines
- SOP300.2.30 SCBA Pass Daily Check
- SOP300.2.40 Smoke Fit Test (Irritant Smoke Protocol)
- SOP300.3.10 Knox Box System
- SOP300.3.20 Class A Foam
- SOP300.3.30 Fire Ops Bldgs w/standpipe, sprinkler or combo
- SOP300.3.40 SCBA MAKO Compressor Operations
- SOP300.3.50 Evacuation Procedures
- SOP300.4.10 Aerial Operations Set Up
- SOP300.4.20 Aerial Operations-Hand Signals for Spotting
- SOP300.5.10 Hose Testing Procedure
- SOP300.5.20 Equipment Inventory

400 - EMS PROCEDURES

- SOP400.1.10 EMS Incident Reporting
- SOP400.1.20 Infection Control
- SOP400.2.10 Weekly EMS Duties
- SOP400.2.20 EMS Supply Usage
- SOP400.2.30 Medical Waste Removal & Management
- SOP400.3.10 Medication Exchange/Replacement
- SOP400.3.20 Medication Check & Security
- SOP400.4.10 EMS Clinical Procedures

500 - VEHICLE PROCEDURES

- SOP500.1.10 Vehicle Emergency Response
- SOP500.2.10 Unit Numbering System/Personnel & Units
- SOP500.3.10 Fire Pump Testing

600 - TRAINING PROCEDURES

- SOP600.1.10 Student Roster – Training

700 - PREVENTION/COMMUNITY ENHANCEMENT

- SOP700.1.10 Radio Procedures-Prevention/Community Enhancement
- SOP700.2.10 Weapons Policy
- SOP700.2.20 Use of Force
- SOP700.2.30 Pursuit Policy
- SOP700.3.10 TAMU Arson Investigation
- SOP700.4.10 Vehicle Towing - Parking
- SOP700.5.10 Complaints from Citizens
- SOP700.5.20 Personal Leave-Community Enhancement

800 - HAZARDOUS MATERIALS

- SOP800.1.10 Tactical Plans-Hazardous Materials
- SOP800.1.20 Utility Control – Fire Ground Activities
- SOP800.2.10 Hazardous Materials Technicians
- SOP800.2.20 Hazardous Material Response Unit
- SOP800.3.10 Hazardous Materials DECON
- SOP800.4.10 Hazardous Materials Reporting

900 - ARFF OPERATIONS

- SOP900.1.10 Aircraft and Airport Response
- SOP900.1.20 Communications for Airport Response
- SOP900.2.10 Daily Check and Maintenance ARFF Vehicles
- SOP900.3.10 ARFF Training Requirements

ADMINISTRATIVE POLICIES

Section 100

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Department Chain of Command **POLICY:**100.1.10

CATEGORY: General **PAGE:** 1 of 1

APPROVED BY:
Chief, Fire Department **DATE:** 3/99

PURPOSE:

To establish clear lines of communications for conducting fire department business and activities.

The College Station Fire Department is a Quasi Military Organization structured around the Chain of Command concept. Communications for department related activities shall be conducted through the Chain of Command.

Department activities include, but are not limited to the following: clarification of policies and procedures, work assignments, requests for information within the organization, and requests for information outside the organization that may pertain to normal work duties. Specifics may include, but are not limited to the following; requests for information pertaining to vacations, holidays, sick leave, training activities, station assignments, payroll, workers compensation, and requests to meet with Battalion Chief, Assistant Chief, or Fire Chief.

The employee begins the communication process with requests or discussions with his/her immediate supervisor. If response from the supervisor is unsatisfactory or an issue must be taken to the next level, communication will be from the employee through the supervisor to the next level. The process of communications will continue from supervisors to division heads.

Communications from the top of the organization will be accomplished opposite of the above.

If in doubt about communication procedures contact your supervisor.

OPEN DOOR POLICY:

The Fire Chief has an "open door" policy for those employees desiring a conference. This request will be made through the proper channels.

EMERGENCY OPERATIONS:

Communication at the scene of an emergency or other fire department operation will be conducted as per the Incident Command System. Orders issued at a scene will be carried out without delay. Situations regarding specific safety issues will be brought to the attention of the Company Officer, Incident Commander or Safety Officer immediately.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Department Dress Regulations

POLICY:100.2.10

CATEGORY: Personal Appearance

PAGE: 1 of 5

APPROVED BY:

Chief, Fire Department

DATE: 11/02

The personal appearance of fire department personnel is viewed by the public as an indicator of the individual's, and the department's professional attitude and competence.

When a uniform is worn it will be neat and clean.

Due regard for the safety of all personnel necessitates that some specific areas of personal appearance be directly addressed.

Hair Policy

All uniform personnel shall be clean shaven, except that a mustache will be permitted. Under no circumstances will a beard or goatee be permitted. If a mustache is worn, the following guidelines shall be followed:

Mustaches shall be kept neat and trimmed at all times.

Bushy, unkept mustaches are not permitted.

Mustaches shall not extend more than three-fourths ($\frac{3}{4}$) inch past or below the corner of the mouth. Under no circumstances will the mustache interfere with the seal of a breathing apparatus face piece.

Sideburns are acceptable provided they meet the following guidelines:

Sideburns shall not extend downward below the bottom of the earlobe and will end in a clean-shaven horizontal line. Under no circumstance will the sideburns interfere with the seal of a breathing apparatus face piece.

Sideburns shall be kept neatly trimmed and will not be bushy or flared.

As long as the hair style does not lessen the protection of required safety equipment or expose personnel to added personal injury the acceptability of the style will be judged by the following criteria:

Male Uniformed Personnel:

Hair shall be neat, well trimmed and appropriately groomed at all times. Exceptions will occur at emergency scenes and while riding open cab apparatus.

Hair, when combed, shall not present a ragged or unkept appearance. In no case shall the bulk of hair interfere with the wearing of SCBA, helmet, or protective hood.

Hair shall not cover more than three-fourths ($\frac{3}{4}$) of the ear.

Hair shall not extend below the bottom edge of the uniform collar at the back of the neck when standing.

Hair shall not be dyed an unusual or unnatural color.

Hair shall not be worn in an extreme or fad style such as a mohawk, ducktail, braids, or in a way that exceeds length standards.

Female Uniformed Personnel:

Female personnel shall conform to the same grooming requirements as male personnel.

Hair shall not exceed in length on all sides below an imaginary line drawn parallel across the bottom of the shoulder blades.

Items used by female personnel to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair. Decorative items such as combs and ribbons will not be worn in the hair.

Fingernails

Fingernails shall be neat and clean and not extend beyond the tips of the fingers. If nail polish is worn it shall be clear and without pigment.

Cosmetics

Female personnel may be permitted to wear cosmetics of conservative color and amount consistent with good taste.

Jewelry

Earrings shall not be worn while on duty.

Neck chains may be worn but must remain concealed from view beneath the uniform shirt.

Watches, rings, and bracelets may be worn if they are snug fitting and do not compromise the safety of the individual. Consideration shall be given to the wearing of gloves to protect the hands and fingers while performing any type of work with any type of power tools or other devices that jewelry may "hang" on.

General

The Commanding Officer may determine the appropriate uniform and will insure that all members are appropriately dressed.

T-shirts will not be worn as the primary uniform shirt for ambulance personnel.

Insulated undershirts will not extend past the end of the uniform shirt sleeve.

Personnel will remain in uniform until relieved at each shift change.

With the exception of a fire department T-shirt and the golf cap no part of the uniform will be worn off-duty unless on fire department business.

Coats: A black winter coat will be provided to all department personnel. It may be worn with the Class C and B uniform.

Black stocking type caps may be worn as part of the uniform during periods of cold weather.

The College Station Fire Department provides the following uniforms for its members:

Class C uniforms ----- All members of the department
Class B uniforms ----- All members of the department
Class A uniforms ----- Lieutenants and Chief Officers

Class C Uniform

General purpose work uniform for shift personnel and Lieutenants assigned to fire prevention.

Class C uniform shall consist of:

- ◆ Black short sleeve uniform shirt (white for Chief Officers)
- ◆ Black uniform pants
- ◆ Black belt
- ◆ Black socks (any color if boots are worn)
- ◆ Plain toe, polishable, boots or shoes
- ◆ Department issued name tag, badge, and appropriate collar insignia

NOTE: The issued gray T-shirt may be worn in place of the Class C shirt as directed by the Company Officer. Only department issued gray T-shirts will be worn as undergarments with black uniform shirt.

Class B Uniform

Class B uniform for Shift Personnel through the rank of Lieutenant will be a Class C uniform with a department issued black tie.

Class B uniform for Chief Officers will be a Class C uniform with a long sleeve white shirt and black tie replacing the standard work shirt, and the department issued hat.

Class A Uniform (Formal Dress Uniform)

Class A uniform for Lieutenants and Chief Officers will consist of the following:

- ◆ Blue dress coat
- ◆ Blue dress pants or skirt (skirts to be worn so that the bottom hem extends two inches below the knee)
- ◆ Long sleeve white uniform shirt
- ◆ Blue tie
- ◆ Black or navy blue socks
- ◆ Black plain toe shoes or boots
- ◆ Department issued badge, name tag, collar insignia, and sleeve stars
- ◆ Department issued hat

NOTE: When the dress uniform coat is worn it will be fully buttoned.

Uniform Insignia

All badges, name tags, buckles, buttons, flag pins, collar insignia, and sleeve stars will be issued by the department. Issued insignia will be gold or silver according to rank.

Name Tag Placement:

The name tag will be worn on the uniform at all times. The name tag will be worn on the right pocket of the uniform shirt or Class A uniform coat.

Star Placement:

Each Star for Class A uniform indicate five (5) year increments of service with the College Station Fire Department.

Stars will be centered on the left sleeve of the Class A coat. The stars will be placed above the top braid. Multiple stars shall be centered and evenly spaced.

Badge Placement:

The badge will be worn at all times on the outer garment of the uniform. The badge will be worn over the left pocket as indicated by the reinforced stitched badge holder.

On Class A uniforms the badge will be worn in the appropriate badge tab above the left pocket.

Golf Caps

Golf caps issued by the College Station Fire Department are considered part of the uniform and may be worn with the uniform.

Golf caps will not be worn inside the fire stations. Caps may be worn in the apparatus bays.

Physical Training

Uniform for physical training shall be:

- ◆ Department issued T-shirt
- ◆ Gray or black shorts or sweats
- ◆ Appropriate shoes and socks

Department I.D. Card

Departmental I.D. cards will be worn when:

Personnel are representing the department and they are not in full uniform, or when personnel are in civilian attire.

TDH requires name and certification level be displayed, therefore; I.D. cards will be worn on-duty when a T-shirt replaces the uniform shirt.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Texas Dept. of Health EMS Certification

POLICY:100.4.10

CATEGORY:

CEU Evaluation Examination

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

All personnel who sit for a Texas Department of Health (TDH) CEU Evaluation must achieve at a minimum, a score of **70%**. Personnel testing for EMT-B that do not receive a passing score of at least 70% will be required to retest within 30 days of notification of failure. EMT duties will be suspended until a passing score is achieved. All expenses associated with the re-test will be the responsibility of the employee. Failure on the second attempt will be reviewed by a review board including the EMS Training Coordinator , Shift Commander, and Assistant Chief. Recommendations of the board shall be binding.

Personnel testing as EMT-I and EMT-P shall achieve at a minimum a score of **70%** on all sub scales.

Personnel testing as EMT-I and EMT-P that fail to score at least **70%** on all sub scales will be required to re-test at the expense of the employee within 30 days of notification of failure. The re-test shall be scheduled through the EMS Training Coordinator.

The following standard applies to EMT-I and EMT-P certificate holders:**First Attempt:**

- Failure of one sub scale will result in retraining in the failed sub scale, and a retest administered by the EMS Training Coordinator on the failed subscale.
- Failure of two or more sub scales will result in immediate suspension of EMT-I and EMT-P duties and certification pay. The failure of sub scales will result in retraining in the failed sub scales, and a practice test administered by the EMS Training Coordinator prior to TDH re-test. All cost associated with the retest will be the responsibility of the employee.
- If duties and certification pay are suspended, both will be reinstated immediately upon successful testing (Passing All Sub Scales).

Second Attempt:

- Failure of one or more sub scales on the second attempt will be reviewed by a review board including the EMS Training Coordinator , Shift Commander, Assistant Chief, and the Medical Director. Recommendations of the board shall be binding.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Testing Requirements

POLICY:100.5.10

CATEGORY: Required Tests

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Testing Requirements

The College Station Fire Department Professional Development Guide outlines for the employee the steps necessary for progression through the rank structure of the department. Requirements which must be met by each employee in order to be eligible for promotional testing are outlined.

Required Testing

The goal of the fire department is to provide the high quality, professional service to the citizens of College Station. To accomplish this goal, testing of employee performance levels is mandatory.

In order to maintain employment with the College Station Fire Department, all employees must successfully fulfill the testing requirements, as stated in the Professional Development Guide, for the following positions:

Firefighter Second Class

On or about their anniversary date, each eligible Firefighter Probationary will have one opportunity to successfully complete the testing requirements for Firefighter Second Class. Failure to do so will make the employee subject to dismissal from the department.

On or about their anniversary date, a Firefighter First Class examination will be administered to each eligible Firefighter Non Probationary. Those failing to successfully complete the testing requirements will be able to retest annually for the position of Fire Fighter First Class. The position of Fire Fighter First Class is not mandatory for continued employment.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Performance Evaluation **POLICY:** 100.5.20

CATEGORY: Probationary Personnel (40/56) **PAGE:** 1 of 1

APPROVED BY:

Chief, Fire Department **DATE:** 3/99

All probationary personnel shall be evaluated quarterly by their immediate supervisor throughout the probationary period.

Quarterly performance evaluations will consist of a written evaluation that will be signed by both party's involved.

A copy of the quarterly performance evaluation will be forwarded to the next supervisory level for that division.

At the eleventh month point the shift commander or division supervisor will forward through the proper chain of command a memo recommending continued employment of the individual or termination due to poor performance.

This policy does not in any way entitle the probationary employee to one year of employment. The Shift Battalion Chief or division Supervisor may at any time recommend the termination of the employees employment.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Skill Based Pay Program

POLICY: 100.5.30

CATEGORY:

Training Guidelines

PAGE: 1 of 2

APPROVED BY:



Chief, Fire Department

DATE: 3/99

Purpose: To establish basic training guidelines regarding the Skills Based Pay Program.

General Guidelines: The College Station Fire Department will establish training priorities based on organizational and individual needs. This organization shall strive to meet mandated continuing education of our personnel while attempting to offer individuals the opportunity for self growth and development. Funding allocations will be determined by organizational needs and budgetary constraints.

All required continuing education will be the first priority of the organization. This includes but is not limited to: Fire CE, EMS CE, Hazardous Materials CE, ARFF CE, and specialized EMS courses such as Basic Trauma Life Support, Advanced Life Support, and Pediatric Trauma Life Support classes.

Second priority will be determined by special needs of the organization. From time to time special training needs may arise due to expanded job scope. Examples are: Aircraft Rescue and Firefighting, Aerial Apparatus training, and Rescue.

Submitted voluntary training requests (employee requested) will be approved based on the following criteria. The department will make all attempts to facilitate voluntary training requests on a shared basis with the employee. The appropriate Battalion Chief and the appropriate Training Coordinator will approve or deny the training request. Funding available will determine the extent of commitment by the employee and the department. The following will be taken into consideration:

- a. Benefit to the department
- b. Staffing
- c. Relationship to job function
- d. Amount of time off requested by employee
- e. Cost to the department (overtime for staffing, tuition, etc.)

SUBJECT:	Skill Based Pay Program	POLICY: 100.5.30
CATEGORY:	Training Guidelines	PAGE: 2 of 2

In cases where multiple training requests are submitted the Asst.Chief, Battalions Chief's, and the appropriate Training Coordinator shall establish the priority order for class attendance. The following will be taken into consideration:

- a. Performance appraisals (one year)
- b. Time with the department
- c. Previous training history of individual

The appropriate Training Coordinator will be responsible for determining the allocation of funding for individual requests. This allocation will be determined only after organizational mandated training and funding have been determined.

Since there are multiple classes one may take to achieve a required skill level, the department will establish an evaluation team. The evaluation team will be responsible for evaluating training equivalencies acceptable to the department.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Training Guidelines

SOP: 100.5.40

CATEGORY:

PAGE: 1 of 4

APPROVED BY:



Chief, Fire Department

DATE: 12/02

PURPOSE: 1. To establish guidelines and requirements for expenditure of training and overtime funding and to insure consistency in the selection process for those attending training programs.

2. Standardize the process for scheduling outside training for department members.

Fair Labor Standards Act (FLSA) Guidelines:

Lectures, Meeting and Training Programs

- A. General – “Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following four criteria are met:
 - (a) Attendance is outside of the employee’s regular working hours;
 - (b) Attendance is in fact voluntary
 - (c) The course, lecture, or meeting is not directly related to maintaining the employee’s job; and
 - (d) The employee does not perform any productive work during such attendance. 29 C.F.R.-785.27.
- B. Involuntary Attendance – “Attendance is involuntary if it is required by the employer. It is not voluntary if the employee is given to understand or led to believe that his present working conditions or continuance of his employment would be adversely affected by nonattendance.”
- C. Training Directly Related to the Job – “Training is directly related to an employee’s job if it is designed to make the employee handle the job more effectively as distinguished from training him for another job, or to acquire a new or additional skill.” 29 C.F.R.-785.29. **“Where a training course is instituted for the purpose of preparing for advancement though upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee’s job even though the course incidentally improves his skills in doing his regular work.”** 29 C.F.R.-785.29. As such, the time would not be counted as working time. “If an employee on his own initiative attends an independent school, college or trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.” 29 C.F.R.-785.30.

Department Overtime Guidelines As It Relates To Training:

Involuntary Attendance

1. Overtime will be paid when the department mandates attendance.
2. Personnel attending mandatory training may be placed on a modified work schedule, in lieu of payment of overtime, at the discretion of the department.
3. Only time spent in actual training constitutes compensable hours of work.

Voluntary Attendance

1. Voluntary attendance at non-required training courses for the purpose of individual career advancement and which is not intended to make the employee more efficient in his/her present job is non-compensable.
2. Overtime will not be approved solely for skill level or promotion requirement training.

Travel Time

1. Travel time to and from training sessions is normally non-compensable.

Department Leave:

1. Department leave may be approved for individual non-mandatory training if it falls within the context of CSFD training priorities.
2. Department leave for classes not mandated by the department shall not create the need for overtime back filling of position situation.
3. No more than two departments leaves per shift will be allowed unless there are extenuating circumstances that are approved by the Fire Chief.
4. Once training is approved classes shall not be cancelled due to staffing shortages.

Department Training Priorities:

1. Certification Continuing Education
Required fire, EMS, ARFF, EVOC, Hazardous Materials, and IMS, ICS for Hazardous Materials response.
2. Department Mandated Training Programs
Aerial Operations for individuals required to operate any aerial apparatus
Pump operations course for those individuals required to drive and pump fire engines
Paramedic certification courses as required by the department or the Medical Director,
Rescue Refresher all personnel
Courses required to bring personnel in line with nationally accepted standards,

2. Department Mandated Training Programs continued

Courses required for specialty teams (three USAR members), Hazardous materials Operations level all personnel
Truck company operations and rescue
Vehicle extrication training
RIC and lost and down firefighter

3. Company Officer Training:

Fire Officer Development courses that are **required** for National Standards certification, Tactical Operations Courses, City Supervisory courses, and Emergency Management courses.

4. Other requested courses:

Tuition:

1. Based on the above criteria the Training Coordinator, and Battalion Chiefs will determine if the department will pay for the training costs.

Hotel and meals:

1. The department will pay for hotel and meal related cost associated with mandated training or classes.
2. The department may, in certain circumstances and upon the recommendation of the Battalion Chiefs, and the Training Coordinator, pay for hotel and meal cost associated with non-mandatory training or classes. (Example: The department sends an individual to a class that will be taught to all personnel.)

Training request forms:

1. Training request forms will be filled out and submitted through the normal channels.
2. Training request forms shall briefly explain how this training ties in to department Training priorities.
3. To insure consistency, training request forms will be reviewed and evaluated by the Battalion Chiefs and Training Coordinator monthly. Personnel will be notified within seventy-two (72) hours of the Batt. Chief meeting as to the status of their training request.
4. From time to time personnel will be notified of available training opportunities without having the lead-time to wait for a Battalion Chief meeting. In such instances the Training Coordinator, and a minimum of two Battalion Chiefs must review and approve/disapprove the training request.

Training requests will be reviewed and approved/disapproved during the monthly Battalion Chief meeting. Batt. Chief meeting are conducted the second Tuesday of every month. The Fire Chief and/or the Asst. Chief may review training requests after approved by the Training Coordinator and Battalion Chiefs.

The Fire Chief will be the final authority should disputes arise.

Travel to and from training:

1. A city vehicle (when available) will be used for travel outside of the city.
2. Use of personal vehicle must be approved by the Fire Chief.
3. Reference City of College Station Travel Policy For reimbursement criteria.

Training Expense Tracking:

The Fire Training Coordinator will track all associated training costs and report them to the Fire Chief on a quarterly basis.

This policy may be modified to meet department needs.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Temporary Assignments **POLICY:**100.6.10

CATEGORY: Acting in higher position **PAGE:** 1 of 1

APPROVED BY:
Chief, Fire Department **DATE:** 3/99

ACTING IN THE NEXT HIGHEST POSITION

Fire Fighters will not be allowed to act in the position of **Driver/Engineer** until they have completed the following department approved courses:

- EVOC Course
- Pump Operations Course
- Territory Test
- * Aerial Operations Course

Aerial operations course required only if the Fire Fighter will be driving or operating the aerial.

Probationary personnel will **not** act in an Officers position. When extenuating circumstances occur, deviation from this policy will be at the discretion of the Shift Commander. If a deviation of this policy occurs a memo detailing the reason for deviation will be forwarded to the Assistant Fire Chief.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Leave of Absence

POLICY: 100.6.20

CATEGORY: Trading of Work Time

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 09/01

Trade Time

A trade or trading time is defined as any exchange of time within one shift between two members of the department.

Trades can be taken for the purpose of enhancement of education, community service, and personal matters. The number of trades per individual or per shift will be at the discretion of the Shift Officers. However, no shift trades will allow an employee to work more than 48 hours consecutively. If a shift employee works 48 hours consecutively, they must be off for a minimum of 24 hours before being eligible for additional trades. This policy may be waved for General Alarms, Haz Mat Responses, or other emergency call-back situations.

The Fire Department will not be responsible for any controversy on trades or pay back time between personnel.

A "Trade Sign-Up Book" is located in the Lieutenants Office at each fire station. This book is to be filled out and the trade approved by the Company Officer.

The "Trade Sign-Up Book" is to be filled out at the fire station which the trade will take place.

Any employee who assumes a tour of duty for another also undertakes all responsibilities for that tour of duty. Trades shall be between individuals of equal capabilities as determined by the Station Officer.

Failure to report for a trade will be considered absence without leave and will result in disciplinary action.

Trade time does not effect the FLSA twenty one (21) day cycle pertaining to mandatory overtime.

Under extreme circumstances a trade may be approved verbally over the phone by the Station Officer. Both of the employees involved in the trade must make contact with the Station Officer prior to the trade being approved. The trade must be entered into the trade sign up book as soon as possible.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personnel Payroll

POLICY: 100.6.30

CATEGORY: Payroll Accountability

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 4/01

Time Sheets

Time sheets are due in the Fire Administrative Office no later than 9 a.m. the Monday prior to payday. Proper notification will be issued if there is any deviation to this requirement.

All time sheets must be signed at the end of each pay period by the employee and the supervisor.

Overtime Log Book

The overtime log book located in the Battalion Chief's office is the final record for overtime worked for the purpose of staffing, call-back, or general alarms.

The overtime log book for fire shift personnel requested to report for special required fire training sessions, EMS training sessions, committee's or special assignments will be located at Fire Administration

Notification of overtime for Staffing, Call-back, or General Alarms

Any 56 hour employee that works overtime must report to the station officer. The station officer will notify the shift Battalion Chief or Acting-Battalion Chief to log and sign overtime hours worked into the overtime log book located in the Battalion Chief's office. This information will be recorded as part of the regular shift scheduling in the computer system, with the exception of overtime for GENERALS, **AND** on the individual time sheets. Overtime for GENERALS will be recorded in the same overtime log book and on the individual time sheets due to lack of space in the computer system.

Notification of overtime for required Fire Training, EMS Training, Committee's or Special Assignments

Any 56 hour employee working on special assignments, committees, and/or fire and EMS training must fill out the overtime log located at Fire Administration. The overtime will be signed for and approved by the individual requiring the special assignment, the training class, or committee (for committee's this will be the committee chairman). The same individual will be responsible for notifying the shift personnel's Battalion Chief or Acting-Battalion Chief of the overtime worked for posting on the employee's time sheet prior to the time sheet being signed for that pay period.

Pay Period

Ending each pay period the administrative personnel responsible for time sheets will contact the following areas for submittal of the overtime records.

- Shift Battalion Chief - or Acting Battalion Chief

The Battalion Chief-or Acting Battalion Chief, along with others responsible for overtime, prior to faxing or delivering the overtime log will fill in the ending date and sign their name. A new form will be started and the start date will be entered on the log sheet. The old forms, with the transmittal sheet if faxed, will be placed in the back of the overtime book for permanent reference.

FORTY HOUR PERSONNEL will follow overtime guidelines set forth in the City of College Station Policies and Procedures Manual.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personal Leave

POLICY: 100.6.40

CATEGORY: Employee Absence

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 11/02

All members of the College Station Fire Department will accrue sick leave and a sick/personal day as established by the City of College Station Employee Handbook.

Personal Leave

Personal Leave (sick leave) is a privilege. Employees are strongly encouraged not to misuse or abuse this privilege. Excess use, misuse, or abuse shall be dealt with as a disciplinary matter.

Sick Leave Use

Supervisors are responsible for closely monitoring the use of sick leave to ensure that it is not being abused. Supervisors should be aware of the following indicators of probable misuse or excessive use of sick leave:

1. As soon as it is earned or at a greater rate than earned
2. Before, after, or on a holiday
3. On weekends
4. Repeatedly on the first or last day of the work week
5. When vacation or holiday time is denied
6. When work scheduled is heavy or undesirable

Usage

Any employee taking personal leave is required to notify the Station Officer or Shift Officer as soon as possible, **but no later than 0640 hours** the morning of his/her assigned shift.

Personal leave may be taken when sickness, injury, or doctors appointments prevent the employees performance of duty or when a member of his/her immediate family is actually ill. A "Family Member" for purposes of the sick leave policy includes parent, a spouse or children (including adopted children and step-children). Employees may be required to provide reasonable documentation of family relationship and written certification of the illness from a health care provider.

Upon the approval of the Department Head, sick leave may also be taken because of the death of an employee's family member who is related in the first degree by consanguinity (blood) and first degree by affinity (marriage) and grandparents. Up to two shifts (three 8 hour days) of sick leave may be authorized for in-state funerals and up to 3 shifts (five 8 hour days) for out-of-state funerals. For the purposes of the sick leave policy, this would include parents on both sides, a spouse or children (including adopted children and step-children), son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law and grandparents.

If a holiday occurs during an employee's leave, the day will be recorded as holiday pay, rather than sick leave. Employees will not be paid for any unused sick leave upon termination of employment with the City of College Station.

SUBJECT: Personal Leave
CATEGORY: Employee Absence

POLICY: 100.6.40
PAGE: 2 of 2

Personal leave may be used in one hour increments for emergencies that may arise during employees shift or for doctor appointments that cannot be scheduled during employees time off.

All personal leave will be recorded by the station officer in the staffing schedule of the company journal. Immediately upon return to duty the employee is required to fill out an "Application for Leave of Absence" request.

Extended Sick Leave/Family Leave Policy:

All regular city employees qualify for the Family and Medical Leave Act of 1993 (FMLA) per the City Policy and Procedure Manual.

Supervisors are required to complete the Notification of Leave Policy form (green sheet) for Human Resources for any employee who is absent from work for 3 days or more (2 fire shifts). Employees cannot work at any secondary employment while on sick leave or FMLA.

If FMLA is being used for the employees own illness or injury, restrictions as they may apply to secondary employment must be reviewed by the appropriate fire department Division Head and the Director of Human Resources.

Fire Department regular employees may need to request extended personal leave for serious illness. Situations requiring the usage of time off for personal leave (sick leave) in excess of three (3) shifts, where foreseeable, the employee will provide 30 days written notice through channels to the Fire Chief. If the extended leave of absence covers a time table of a twelve (12) week period, notification to Human Resources must be made immediately.

A serious illness is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. A health care provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.

The employee is required to provide medical certification, which includes the date condition began, probable duration, medical facts, and a statement that the employee is unable to perform his/her job.

If the employee's accumulated sick leave is exhausted during this time, accumulated vacation leave may be used.

Tardiness and Leave Without Pay

Tardiness without proper notification and permission will be considered "Absence Without Leave" and the offender will be disciplined as follows using "Disciplinary Procedures" form from CSFD SOP 200.05:

First Offense	Oral Warning
Second Offense	Written Warning
Third Offense	One Shift Suspension Without Pay

The period of these offenses will cover any consecutive six (6) month period. Habitual tardiness may be grounds for further disciplinary action including the possibility of termination of employment.

Employees who are going to be tardy must notify, by telephone, their respective station and the On-Duty Officer of their situation by 0640 hours the morning of their assigned shift.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Shift Employees Annual Leave

POLICY: 100.6.50

CATEGORY: Vacation, Holiday, & Military Leave Scheduling

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 4/01

All members of the College Station Fire Department will be granted vacation and holiday time as established by the City of College Station Employee Handbook.

Vacation and Holiday time will be scheduled during the month of September by the Shift Commander. Annual vacation and holiday periods will run from October 1 to September 30, for all Fire Suppression (56 hour) Personnel.

Holiday time cannot be carried over from previous years.

Holiday time will be scheduled per the city policy manual, 2 shifts the first six months and 2 shifts the last six months beginning October 1st each year. Holiday time will be scheduled in twelve (12) and twenty-four (24) hour increments. The Fire Chief must pre-approve any variation of holiday scheduling. Employees leaving employment with the fire department will be paid for unused holiday time calculated at an 8 hour accrual rate per month not to exceed 96 hours.

Only four (4) shift employees shall be scheduled off daily unless approved by the Shift Commander.

Dates will be scheduled in three (3) rounds. The selection order will be determined by total time in the department (**HIRE DATE**). In case of a tie (**SAME HIRE DATE**), the employee who has the highest rank will choose first. If two or more employees have the same hire date and are the same rank a coin flip will determine the order of the selection.

Chief Officers are not required to schedule vacation and holiday time.

Round One (1) There are no maximum number of shifts scheduled, but a minimum of one (1) full twenty-four (24) hour shift must be selected if you pick. All shifts must run consecutively. You may pass on round one (1) but you will lose your pick for that round.

Round Two (2) There are no maximum number of shifts scheduled, but a minimum of one (1) full twenty-four (24) hour shift must be selected if you pick. All shifts must run consecutively. You may pass on round two (2) but you will lose your pick for that round.

Round Three (3) There are no maximum number of shifts scheduled, but a minimum of one (1) full twenty-four (24) hour shift must be selected if you pick. All Shifts must run consecutively. You may pass on round three (3) but you will lose your pick for that round.

After round three (3), **vacation time** may be scheduled in a minimum of three (3) hour increments with the approval of the Shift Commander.

The following holidays are considered peak vacation, holiday choices by the College Station Fire Department, and an employee will only be allowed to schedule one (1) of these in the first three (3) rounds. At the conclusion of the third round, the remaining peak vacation, holiday choices will be available on a first come first serve basis without regard to seniority.

- 1. New Year's Day - January 1**
- 2. Easter Sunday**
- 3. Independence Day - July 4th**
- 4. Labor Day - First Monday in September**
- 5. Thanksgiving Day - Fourth Thursday in November**
- 6. Christmas Day - December 25**

The day before and the day after each of the peak day choices is considered part of the peak period.

Once an employee has scheduled a vacation or holiday it cannot be canceled. The day may be changed to sick leave according to established city guidelines.

Vacation and Holiday dates cannot be traded. Vacation or holiday time cannot be scheduled if the employee has not accrued sufficient hours to cover the time requested.

If you choose not to pick holiday and vacation time during the scheduled time for picks, you may not be able to take all of your vacation and holidays that year due to staffing needs.

The maximum vacation leave accumulation is three (3) years worth. If you exceed this accumulation you will lose the time in excess of accumulation maximums.

Military Leave:

According to City Policy personnel are given 120 hours "Military Leave" for the purpose of military duty.

All city guidelines for the use of military leave will be followed. All requests for leave should be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work. To facilitate full utilization of time, vacation and holiday time may be used in twelve (12) hour increments for the purpose of military leave.

Time off without pay for military leave purposes may also be granted. Extended time off without pay for military leave may cause an adjustment in city benefits for the employee.

Variance to this policy will be with permission of the Fire Chief.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Standard of Conduct

POLICY:100.7.10

CATEGORY: General

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

It is the duty and responsibility of all Fire Department personnel, whether on duty or off, to assist in any emergency within Brazos County in which they have the training knowledge or expertise to lessen a hazard to any person or property. This shall include individual efforts, as well as assisting any other safety organization. The employee is considered to be on duty while assisting with emergencies inside of Brazos County and is covered under city insurance during these periods. **(Exception: This does not apply if the employee is in the employment of or is a member of an agency that is charged with handling the emergency. Examples: Working for another ambulance service or volunteering for another fire department)**

Employees of the department will conduct themselves properly at all times. They should not participate in any activity, on or off duty, which is likely to discredit or reflect unfavorably on themselves or the department. Public criticism or ridicule of the department is strongly discouraged.

Employees of the department should maintain a high level of integrity and courtesy with the public and with other members of the department.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Driving Violations/Arrests

POLICY: 100.7.20

CATEGORY: General

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

DRIVING VIOLATIONS/ARRESTS

Reporting Incidents

Fire Department employees are required to report all incidents involving DWI (Driving While Intoxicated) arrests or traffic citations for moving violations to their immediate supervisor within seventy two (72) hours of the incident. The supervisor will compile a written summary of the incident within twenty four (24) hours of the initial report. All reported information will be forwarded to the Assistant Fire Chief through the proper chain of command.

Personnel who hold positions requiring the operation of a motor vehicle must maintain a valid driver's license, and an acceptable driving record, as per city policy.

DWI - Driving While Intoxicated

Misdemeanor DWI conviction resulting in the loss of a required professional license or certification will result in reassignment or termination of employment.

Employees convicted of misdemeanor DWI may be subject to disciplinary action at the discretion of the Fire Chief. Disciplinary action may include termination of employment. Any employee convicted of misdemeanor DWI but not terminated will be required to successfully complete an alcohol rehabilitation program approved by the Fire Chief.

An employee convicted of any felony crime will be terminated.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Tobacco Products

POLICY: 100.7.30

CATEGORY: Usage/Non Usage of Tobacco

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 4/01

The College Station Fire Department has a responsibility to provide and maintain a healthful working environment for its employees and visitors.

The Fire Department is required by ordinance to provide a "Tobacco Free" environment. In order to comply with existing city ordinances the following conditions will apply:

- Tobacco Use of any kind is **prohibited** in all areas of all fire stations, including apparatus bays.
- Tobacco Use will be permitted as long as the use is outside a 20-foot radius from the entrances to the structure, this includes entrances to the bay areas.
- The use of any tobacco product is prohibited while riding on/in any city vehicle.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Use of City Internet Services **POLICY:** 100.7.40

CATEGORY: Personal Use **PAGE:** 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 04/01

Internet use by city employees will adhere to the current established City of College Station Policies and Procedures, except for certain areas of personal access of the Internet system which guidelines will be established by each department.

The City of College Station Fire Department anticipates occasional use of on-line services and the Internet system through the city connection by fire department employees.

The following guidelines have been established for personal access and use with good judgement and restraint.

1. Internet connection for the employee must be authorized by the Fire Chief.
2. Personal use of the Internet system must not interfere with the performance of job duties.
3. Personal Internet use for fifty-six (56) hour on-duty employees will be approved after 1700 hours with proper notification to the station officer. (Proper notification means notifying the officer making sure all station duties, training classes, etc. have been completed and the individual will be using the system).
4. Personal Internet use for forty (40) hour employees will be approved for use prior to 0800 hours, during (one hour) lunch and after 1700 hours with proper notification of the employees supervisor. (Proper notification meaning the individual will notify the supervisor they be using the system).
5. Limited personal use of the Internet between 0800 hours and 1700 hours can be approved at the discretion of the Fire Chief.
6. Improper access and use of the Internet could result in disciplinary action, up to and including, termination.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Release of Fire/EMS Records

POLICY: 100.8.10**CATEGORY:**

Records Management

PAGE: 1 of 1**APPROVED BY:**

Chief, Fire Department

DATE: 11/02

The City of College Station Fire Department compiles information on fire incidents and emergency medical services through a systemized report form in accordance to local, state, and federal regulation. Public requests for fire and ems records are routed through either the fire administration personnel, the city legal department, the city secretary's office, or the accounting department (the official records manager of ems files).

In order to comply with all public information requests pertaining to fire and ems reports, it is necessary all reports be filed in a timely manner.

Allowing for correct data entry, for the most part Fire Reports and Emergency Medical Service Reports will be available for their appropriate release after a minimum period of **72 hours**.

Certain reports may require further investigation and will not be available for release until a later time period. Proper notification through e-mail or written memo should be made to the administrative staff when a time period in excess of 72 hours will be needed for release of information.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Operating Guidelines

SOP: 100.8.11

CATEGORY: News Media Relations

PAGE: 1 of 3

APPROVED BY:



Chief, Fire Department

DATE: 12/02

I. Policy:

It is the policy of the College Station Fire Department to cooperate with the news media whenever possible, within the guidelines of state public records law (Open Records Act) and the procedures set forth in this suggested operating guideline. As a matter of policy, the department will communicate information to the fullest extent possible without compromising investigation or public safety.

II. Responsibility:

A. Dispatch Center

1. On receipt of media inquiries regarding incidents in progress, the Dispatch Center will confirm the basic nature and the reported location of the incident.
2. Dispatch Center personnel must use caution in releasing information they have received from callers reporting incidents until such time as first responding units have arrived on scene and confirmed what has been reported. Use special caution with unconfirmed information regarding fatalities and possible criminal activity. Information regarding deaths, serious injuries, and investigation status should be developed and released by the on-scene PIO or his designee.
3. The Dispatch Center shall notify the department PIO of the following incidents:
 - Multiple alarm incidents.
 - Mass-casualty incidents.
 - Fire deaths.
 - Major hazardous materials incidents.
 - Major transportation incidents, such as those involving aircraft or rail.
 - Death or serious injury to an on-duty member.
 - Any other incidents having obvious interest to the news media.
 - As requested by an on-duty shift commander, company officer or chief officer.

B. Public Information Officer (PIO)

1. The PIO, or on-call designee, shall respond to all incidents as requested and report to the incident commander.

B. Public Information Officer (PIO) cont.

2. The PIO shall work with the responding law enforcement agencies to establish a media area inside the perimeter established for the general public. This area should be selected to enable the media to get clear photographs and video of the event while ensuring their relative safety and noninterference with operations.
3. The PIO shall work closely with the incident commander in gathering information about the incident and determining what shall be released, pursuant to legal and policy guidelines.
4. The PIO shall establish and maintain a liaison with all on-scene media representatives, assisting them with their newsgathering efforts while ensuring noninterference with department operations and preserving the integrity of investigations.
5. The PIO shall provide periodic briefings to the media and should, if conditions allow, make the incident commander and/or department members involved in newsworthy actions available to the media for interviews.
6. At the conclusion of the incident, the PIO shall prepare a news release documenting the event and disseminate it to local news media organizations. In cases involving sensitive matters or continuing investigations, the PIO shall review the release with the incident commander or assigned investigator before release. Copies of the release shall be routed to the fire chief and the fire marshal.

C. Fire Officers and Firefighters

1. The senior officer at the incident, or his designee, shall be the department's spokesperson in the absence of the PIO.
2. All personnel are cautioned not to give out any information relative to the cause of an incident unless the investigating authority has authorized such release.
3. All personnel are encouraged to cooperate with the news media as much as possible. Members who speak to the media should limit the information they provide to what they can confirm and of which they have first hand knowledge. Even when members cannot accommodate a particular request from the media, they should strive to be as polite and courteous as possible.
4. Members should avoid releasing information of a medical or investigatory nature. Release of specific medical information regarding a named patient may constitute an invasion of personal privacy and the release of information regarding the cause of an incident may compromise an investigation.
5. Members should not release the names of deceased or seriously injured persons.
6. Unless designated as the official department spokesperson, members in contact with media representatives must express and clarify that they are not the official spokesperson for the department and that their observations and comments are personal in nature.

D. Fire Chief

1. Only the Fire Chief or his designee may release the following information:

- Policy statements.
- Organizational changes.
- Information regarding disciplinary actions.
- Budget information.
- Staffing and deployment information.
- Statistical information.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:	Purchasing Procedures	POLICY: 100.8.20
CATEGORY:	Budgetary	PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 4/01

All purchases must follow the City of College Station Purchasing Manual's procedures. Each time an item or service is purchased for the Fire Department, a receipt must be submitted in a timely manner to fire administration. Purchases can be made in 3 ways: FPO, Procurement Card and Purchase Order.

If a purchase is done by FPO method, the receipt, invoice, packing slip, i. e. must be attached to the FPO, with the appropriate charge-out account number and dollar amount of the purchase, then **must be promptly submitted to fire administration.** The account number used will be determined by the supervisor signing-off on the purchase.

If a purchase is done by procurement card method, the receipt will be held by the purchaser or their supervisor until the spreadsheet showing the transactions purchased for that specific procurement card is reviewed and signed-off as correct by the holder of the procurement card and their supervisor. The receipt attached to the spreadsheet with the appropriate purchasing account number listed will then be forwarded to fire administration for proper submittal to accounting.

Purchases over \$1,000 will go through the division supervisor.

Purchases up to \$2,999.99

Purchases less than \$3,000 will be conducted with the use of a Field Purchase Order (FPO) or with a procurement card. The supervisor will be responsible for issuing FPO's for purchases not done by procurement card method. The Battalion Chief will be considered the supervisor for operational shift level. The Division Head will be considered the supervisor for Administration and Prevention areas, or their designated procurement person. The receipt of purchase and the FPO shall be returned to the supervisor for review, assignment of account number and initialing the FPO by the supervisor.

The receipt and completed FPO and/or procurement card spreadsheet will be forwarded to fire administration for proper submittal to accounting.

Purchases over \$3000 to \$14,999.99

All purchases over \$2999.99 will require the use of a Purchase Order. Purchase Orders require the use of phone quote sheets and faxed bid sheets (or letters) from the vendors. Three quotes must be attained on all purchases except for single source supplies. The completed phone quote sheets, with bids attached will be forwarded to the supervisor for review. The supervisor will assign an account number and initial the phone quote sheet, then forwarding all information pertaining to the purchase to the appropriate Division Head (ie, Asst.Chief, Fire Marshal, Fire Chief).

Upon approval the Division Head will initial the quote sheet and forward the information to the Administration Secretary for entry into the AS400 system.

Purchases over \$15,000 to \$49,999.99

All purchases over \$14,999.99 will require competitive sealed bids. Specifications for the products to be purchased will be forwarded to the supervisor for review. If approved by the supervisor, specifications will be forwarded to the appropriate Division Head. Upon acceptance, the specifications will be forwarded to the Purchasing Division in the Finance Office with the use of the City Manager Approval Form.

All purchases over \$14,999.99 up to \$50,000 will require the City Manager's approval prior to purchase.

Upon approval of the City Manager the purchasing Division will then announce for bids.

Purchases over \$50,000

All purchases over \$50,000 will follow the above listed procedures referencing purchases over \$14,999.99, **except** they will require **City Council** approval prior to purchase.

DEPARTMENTAL POLICY

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Vehicle Pool

POLICY: 100.8.30

CATEGORY:

Vehicle Use Procedure

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

The use of a City-owned motor vehicle by an employee is neither a right nor a privilege, but a trust conferred to facilitate necessary performance of job duties. (College Station City Policy; Section 2:Procedures, H.5 City Owned Vehicle Use Procedures)

The use of Fire Department Pool Vehicles adheres to City of College Station Policy plus the following "user responsibilities":

- Use "sign-out" form located at Fire Administration front office
- Re-fuel prior to returning pool vehicle to Fire Administration
- Vehicle will be returned clean and free of trash
- Report needed repairs to On-Duty Battalion Chief

ADMINISTRATIVE PROCEDURES

Section 200

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Notification of Staff Personnel

SOP: 200.1.10

CATEGORY: Alerting Guidelines

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Purpose:

To insure Staff Personnel are kept informed of major incidents the following guidelines will be carried out by the Emergency Communications Dispatcher.

Procedure:

The Fire Chief, Assistant Fire Chief, and the Fire Marshal are to be notified by pager of the following situations:

- Working structure fires (units committed to fire extinguishment)
- Major rescue operations
- Any Fire Fatality
- Major gas leaks or chemical spills inside of structures
- Anytime the special operations trailer responds outside of the city.
- Major accidents involving multiple fatalities
- Any response requiring evacuation of citizens
- Vehicle Accidents involving Fire Department vehicles
- Any on duty injury to a fire fighter requiring transport to a medical facility
- Any other incident that the Commanding Officer determines is important for Staff to be aware.

Pages will be sent as "informational" unless the Commanding Officer is requesting a Staff Officer to respond. If the desire is for Staff Officers to respond make that clear to dispatch personnel.

The Incident Commander may request notification of **Off-Duty Personnel** for any situation which he/she deems necessitates the need for a response of additional CSFD personnel.

- The Incident Commander may require only a few personnel be notified for the purpose of EMS back-up or to fill-in for reduced staffing.
- A complete shift may be notified in times of major working incidents what will require additional personnel and apparatus.
- A General Alarm may be called when the Incident Commander deems maximum resources will be required, or there is information that must reach all personnel, such as severe weather alerts, etc.

Under all circumstances the Shift Commander on-duty or the Incident Commander will request alerting of Off-Duty Personnel. The needs of the Incident Commander must be made clear to dispatch.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Ground Simplex Radio Communication SOP: 200.1.20

CATEGORY: Radio Communication

PAGE: 1 of 1

APPROVED BY:



Chief, Fire Department

DATE: 3/99

Definition:

Communications between radio to radio without going through and being repeated by a base repeater. Range is generally 1/2 to 1 mile from hand held to hand held and 3 to 5 miles from mobile to mobile. Terrain and building type will also affect range.

Purpose:

Establish a policy and procedure for reliable and dependable radio communication when accessing the control channel (repeater operations) is not possible.

There are a number of locations throughout the city where accessing the control channel is not possible due to building construction and distance from antenna. When this occurs, fire ground personnel will have to change to the fire ground channel, they are "A - 16" or "C - 1", both are the same.

Procedure:

- 1) The IC will notify dispatch that fire operations will be on the FG channel.
- 2) Dispatch will sound a short alert tone and advise all personnel to switch to the fire ground operations channel.
- 3) Each company officer will assist and verify that their crews have switched to the FG channel and then report by radio to the IC.
- 4) The IC will verify that all personnel have switched and notify dispatch.
- 5) The IC will switch the portable unit to the FG channel and leave the mobile unit on the dispatch channel. If the IC needs to leave the vehicle then a second portable unit will be needed.
- 6) The IC will assign an aid to assist with monitoring the dispatch channel when off duty or assistance arrives.
- 7) Each company officer is responsible for verifying that all radios are moved back to Fire 1 when clearing the scene.

Special Notes on Fire Ground Radio Operations

- 1) *Dispatch can not receive the FG channel*
- 2) *The FG channel is not recorded by dispatch*
- 3) *Unit ID's are not displayed in dispatch*
- 4) *Range is limited to the scene*
- 5) *Push to talk tones are not used*

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Disciplinary Procedure

SOP: 200.2.10

CATEGORY: Administrative Procedure

PAGE: 1 of 5

APPROVED BY:

Chief, Fire Department

DATE: 3/99

PURPOSE: To establish the criteria and set guidelines for progressive disciplinary actions.

NO CONTRACT CREATED: The City of College Station is an at - will employer. Be it known the employment relationship between the employee and the City of College Station can be terminated at any time, by either party. No wrongful discharge claims may be brought against the City of College Station.

INTENT: Progressive discipline is intended to use counseling, and warnings, to modify or improve undesirable performance and behavior. The employee benefits from this policy through a fair and equitable disciplinary process.

FORMAL DISCIPLINARY PROCESS:

A. ORAL WARNINGS: Oral warnings will be used to correct poor performance or improper behavior. Oral warnings are conducted by the Station Officer with notification to Battalion Chief. (minor action)

1. The Station Officer will investigate the following; who was involved, possible witnesses, circumstances surrounding the incident, when it happened, why it happened, and how the situation can be avoided in the future.
2. The employee will be counseled concerning the problem or unacceptable behavior, given suggestions for improvement. Consequences of continued unacceptable behavior or job performance will be reviewed at this time.
3. The Officer will complete the Record of Employee Performance Conference (oral and written warnings) form. This record shall be signed by both the employee and supervisor. Oral warnings will be kept in the assigned Battalion Chief's file.

B. WRITTEN WARNINGS: A written warning is the second step in a progressive disciplinary process. Written warnings are very serious, and are intended to cause the employee to modify unacceptable behavior or poor performance. Written warnings are to be carried out by the Station Officer with approval of the Battalion Chief. (minor action)

1. The Station Officer will investigate the following; who was involved, witnesses involved, circumstances surrounding the incident, when it happened, and how the situation can be avoided in the future.

SUBJECT: Disciplinary Procedures
CATEGORY: Administrative Procedure

SOP: 200.2.10
PAGE: 2 of 5

2. The Station Officer will complete the Record of Employee Performance Conference (oral and written warnings) form, counseling the employee concerning the problem or unacceptable behavior. The officer will give suggestions for improvement and explain the consequences of continued unacceptable behavior or job performance. This record shall be signed by both the employee and supervisor. Written warnings will become part of the employee's permanent personnel file located in the Human Resource Department.

3. The employee has the right to appeal the discipline. The employee has three working days to request a hearing. If a hearing request is made, the Battalion Chief will arrange the hearing date and time with the Assistant Fire Chief. The Assistant Fire Chief will review all pertinent information in the appeal and issue a decision. The employee may then request to appeal the decision to the Fire Chief using the guidelines that are found in the City Policy Manual.

4. The decision of the Fire Chief shall be final.

5. No appeal shall be permitted beyond the appeal to the Department Head for minor disciplinary action.

6. The employee may place a letter of rebuttal in their file if they do not agree with the ruling of the Fire Chief.

C. SUSPENSION WITHOUT PAY OR RECLASSIFICATION WITH REDUCTION OF PAY: Suspension without pay or reclassification with reduction of pay serves as a third step in the disciplinary process. (Intermediate action) This documentation will be written by the Station Officer and followed through by the Battalion Chief. The Battalion Chief will schedule a conference with the Assistant Fire Chief to review the disciplinary action before any final action is taken.

1. The Station Officer will investigate the following; who was involved, witnesses involved, circumstances surrounding the incident, when it happened, and how the situation can be avoided in the future.

2. The Station Officer will complete the Record of Employee Performance Conference (suspension or reclassification) form, counseling the employee concerning the problem or unacceptable behavior. The officer will give suggestions for improvement, explaining the actions that will be taken, future consequences, and the employee's right of appeal. This record shall be signed by both the employee and supervisor. This record will become part of the employee's permanent personnel file located in the Human Resource Department.

3. The employee may appeal the decision of the Fire Chief within five working days to the Review Board as outlined in the "The City of College Station Policy and Procedures Manual, Disciplinary and Termination Policy", approved by city council.

For the purposes of clarification working days will be considered Monday through Friday.

D. TEMPORARY SUSPENSION WITH PAY: An employee may be suspended with pay pending investigation of misconduct, as set forth in the formal procedures for disciplinary hearings. Misconduct includes, but not limited too: Theft, Gross insubordination, Intoxication on duty, Failure to follow direct orders at the scene of an emergency, or Fighting in the workplace. The Battalion Chief can assess the suspension immediately, but must notify the Assistant Fire Chief immediately of any suspensions.

SUBJECT:	Disciplinary Procedures	SOP: 200.2.10
CATEGORY:	Administrative Procedure	PAGE: 3 of 5

1. The Station Officer will investigate the following; who was involved, witnesses involved, circumstances surrounding the incident, when it happened, and how the situation can be avoided in the future.

2. The Station Officer will complete the Record of Employee Performance Conference (suspension or reclassification) form, counseling the employee concerning the problem or unacceptable behavior. The officer will give suggestions for improvement, explaining the actions that will be taken, future consequences, and the employee's right of appeal. This record shall be signed by both the employee and supervisor.

3. The employee will receive written notification of suspension from the Battalion Chief, and be relieved of duty pending the results of an investigation.

4. Documentation and notification will be sent to the Assistant Fire Chief.

5. The Assistant Fire Chief will direct the investigation as outlined in "The City of College Station Policy and Procedure Manual, Disciplinary and Termination Policy", approved by city council.

E. EMPLOYEE TERMINATION: Termination may be recommended in situations when previous disciplinary action has not corrected the undesirable behavior. The Station Officer will submit written documentation and termination recommendation to the Battalion Chief. The Battalion Chief will review the written documentation and termination recommendation with the Assistant Fire Chief.

1. The Asst. Chief and Battalion Chief will meet with employee. (pre-termination meeting to advise employee you are considering termination and the action is being referred to the Fire Chief.)

2. A hearing for the employee will be scheduled with the Fire Chief. The Assistant Fire Chief will arrange the hearing date and time.

3. The employee may appeal the decision of the Department Head within five working days to the Termination Review Board as outlined in "The City of College Station Policy and Procedures Manual, Disciplinary and Termination Policy", approved by city council.

4. It is the responsibility of the terminating department to insure that all city property has been turned in prior to submitting exit checklist to the Personnel Office.

SUBJECT: Disciplinary Procedures
CATEGORY: Administrative Procedure

SOP: 200.2.10
PAGE: 4 of 5

RECORD OF EMPLOYEE CONFERENCE
(Oral and Written Warnings)

FROM: _____ **POSITION:** _____

TO: _____ **POSITION:** _____

DATE: _____ **TIME:** _____

INCIDENT DATE AND TIME: _____

REASON FOR DISCIPLINARY ACTION: _____

WITNESSES: _____

**BEHAVIOR OR PERFORMANCE COMPARED TO
STANDARDS:** _____

IMPACT ON ORGANIZATION: _____

CONSEQUENCES IF BEHAVIOR OR PERFORMANCE REMAIN THE SAME: _____

DESIRED BEHAVIOR OR PERFORMANCE:

Supervisor signature: _____ Date: _____

Employee comments: _____

(written warnings only)

The employee (*circle appropriate action desired*) **does** **does not** request a hearing with the Fire Chief.

Employee Signature: _____ Date: _____

SUBJECT: Disciplinary Procedures
CATEGORY: Administrative Procedure

SOP: 200.2.10
PAGE: 5 of 5

RECORD OF EMPLOYEE CONFERENCE
(Suspension or Reclassification)

FROM: _____ **POSITION:** _____

TO: _____ **POSITION:** _____

DATE: _____ **TIME:** _____

INCIDENT DATE AND TIME: _____

REASON FOR DISCIPLINARY ACTION: _____

WITNESSES: _____

**BEHAVIOR OR PERFORMANCE COMPARED TO
STANDARDS:** _____

IMPACT ON ORGANIZATION: _____

ACTIONS BEING TAKEN FOR DISCIPLINARY PURPOSES: _____

DESIRED BEHAVIOR OR PERFORMANCE: _____

RIGHT TO APPEAL NOTIFICATION: _____

Supervisor signature: _____ Date: _____

The employee (*circle appropriate action desired*) **does** **does not** request a hearing with the Fire Chief.

Employee comments: _____

Employee Signature: _____ Date: _____

OPERATIONAL PROCEDURES

Section 300

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Incident Command Procedures

SOP: 300.1.10

CATEGORY:

PAGE: 1 of 4

APPROVED BY:

Chief, Fire Department

DATE: 11/02

Intent:

The intent of the Incident Command System (ICS) is to insure that incidents are brought to conclusion in a systematic, effective and safe manner. The size and range of the ICS will vary depending on the type and size of incident the commander is charged with. The ICS should be thought of as a toolbox for the Incident Commander to use to break complex situations into more manageable smaller portions.

Purpose:

Every incident must have a functioning ICS. The heart of the ICS is the Incident Commander. All incidents will have an Incident Commander regardless of the size of the incident. The ICS incorporated must allow for expansion as needed. A model Incident Command System will be employed using terms and assignments familiar to the crews operating on the scene.

Procedures:

First Arriving Unit:

The first arriving highest ranking person on scene will assume command of the incident and give a size up of the situation including:

Description of the structure or scene

What problems are visible upon arrival?

What type of action the crew will be taking

- Nothing Showing Investigating
- Quick Attack or Rescue
- Command Mode

Two in Two:

The Current Incident Commander must make a determination of whether or not to send a crew into the structure based on the following guidelines:

The fire or situation is small in nature and does not create a significant hazard to the entry crews.

A known life hazard is present upon arrival that necessitates a rescue attempt. (In this situation the two in two out policy may be overridden at the discretion of the Incident Commander).

Anytime department personnel are operating in an IDLH atmosphere or area that could possibly become an IDLH atmosphere SCBAs will be used and the department will put the Two in Two Out rule into effect. The Two in Two Out rule means that personnel will always work in pairs when in an IDLH area. The members of the crew will remain within voice contact of each other and operate as a team. Two additional department members will serve as the two out crew. The two out crew will be dressed in the same level of PPE as the two interior members. The Two out team will be in full PPE including an SCBA and will be ready to respond to help the two in crew at a moment's notice. The two out crew functions as a safety and recovery team for the members functioning in the interior of the structure in case they encounter an emergency. The two out crew is to be used solely for the rescue of fire personnel.

When the two in two out policy is used one member of the rapid intervention crew (RIC) may be used to perform non-critical duties outside of the danger zone. The other member of the RIC must not be used for other functions. Both members of the RIC must be in full protective clothing including SCBA to be able to respond immediately should the need for a fire fighter rescue arise.

To accommodate the use of two in two out: If EMS treatment is not needed immediately on scene the ambulance crew should don full protective clothing and function as the Rapid Intervention Team until other resources become available to perform this function.

Incident Commander:

Must give "over the radio" location of command

Establish a visible command

If outside of the vehicle must wear vest bearing the words "Incident Commander"

If command is passed it must be done over the radio and face to face if possible.

Higher-ranking officers may take over command if the situation dictates

May assign sectors, divisions and additional personnel assignments as needed, such as, but not limited to:

Rescue, Safety, Rehab, Staging, Exposures, Ventilation, Interior, Exterior, Medical, Liaisons

Incident Commanders Primary Responsibilities:

- Establish Strategies
- Establish a functional ICS
- Rescue, remove and treat endangered or injured occupants
- Control spread of fire and extinguishment
- Protect property and contents from further damage
- Accountability control for personnel operating on the scene
- Rehabilitation for personnel operating on scene
- Insure adequate resources to accomplish the mission at hand
- Determine staging areas as needed

Passing of Command:

Command may be passed to another Officer or may be taken over by a higher-ranking officer if the situation dictates the need. In all cases when command is passed it will be done in the following manner:

- Preferred method is through face to face communications if possible.
- By radio if face to face transfer is not possible.
- The person taking command must notify dispatch of the commander change

The person passing command will notify the new commander of the following:

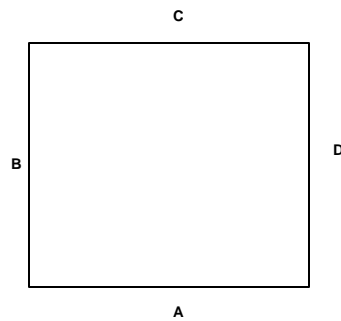
- Current situation
- Steps that are currently in process
- Immediate needs

Sectoring:

For the purpose of simplification the responsibilities for tasks and support services should be divided into sectors determined by task and location. A few examples of this concept are listed below:

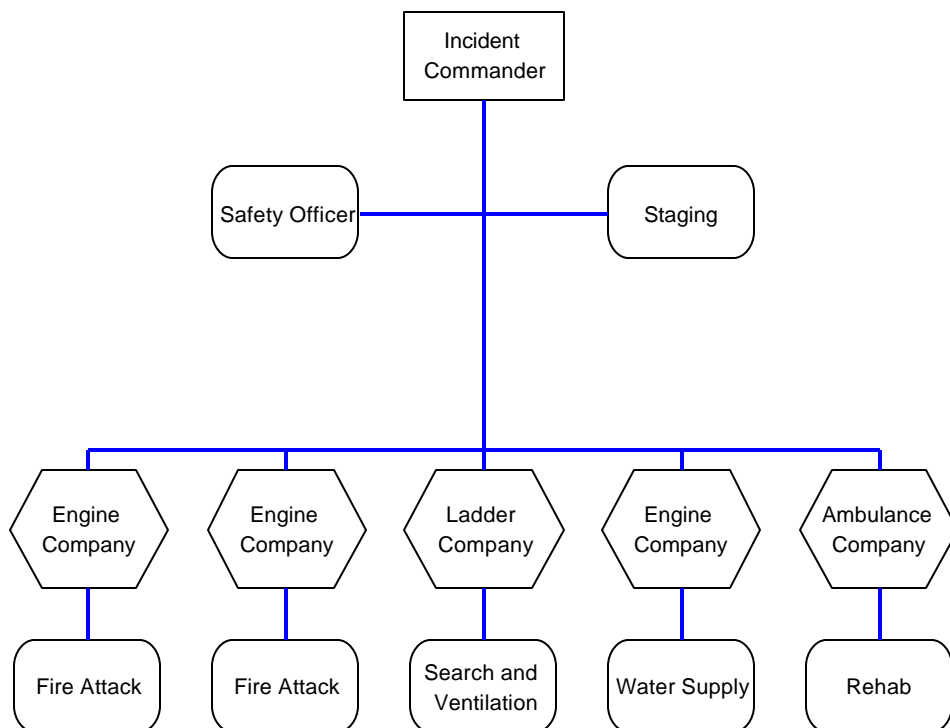
- Interior Fire Attack Sector
- Interior Fire Attack Floor 1 Sector
- Rehab Sector
- Exposure Sector Side C
- Ventilation Roof Sector

The building side will be lettered as follows. The address side of the structure will always be side “A”.



As or if the incident progresses in severity the need may arise to assign additional sector officers to keep the span of control from exceeding the capabilities of the Incident Commander.

A typical ICS structure for a small structure fire may look like the chart listed below:



STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Rapid Intervention Teams (RIT)

SOP: 300.1.11

CATEGORY: Operating Procedures

PAGE: 1 of 5

APPROVED BY:



Chief, Fire Department

DATE: 12/02

Purpose

To establish methods and procedures for providing for rapid intervention of situations that pose danger to Fire Department personnel from entrapment or from becoming lost. This procedure identifies the requirements for the operation of Rapid Intervention Teams (RIT).

Required Use of RIT

This procedure shall be implemented at all “working” structure fires beyond the incipient stage and other incidents where Fire Department personnel are subject to special hazards that would be immediately dangerous to life and health (IDLH) in the event of equipment failure, sudden change of conditions, or mishap.

Examples of special hazards include, but are not limited to:

- Offensive Fire Operations (assumed to be IDLH)
- Hazardous Materials Incidents (IDLH, potential IDLH, or unknown atmosphere)
- Trench Rescue
- Confined Space Rescue (assumed to be IDLH)
- Any other incident having significant risk

Rapid Intervention Team (RIT)

The RIT is a team of firefighters consisting of a minimum of two operations personnel.

RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA (with PASS device) and any specialized equipment that might be needed given the specifics of the operation underway.

The third due/arriving **Engine** (does not include CSFD ladder) on all reported structure fires is recommended to provide personnel for RIT. This may be changed if Incident Commander has previously established a RIT.

Instructions/Procedures

Incident Command Shall:

- a. Designate a RIT as soon as sufficient personnel are on the scene to provide an initial attack and he/she determines a potential hazard exists for Fire Department personnel operating at the scene.
- b. Continue to evaluate the situation and the risk to personnel and shall provide for one or more RITs as dictated by the incident or situation.
- c. Maintain a minimum of one RIT in position at designated area until Command determines the situation has been stabilized and the need for rapid intervention no longer exists. Should the need arise, Command may reassign RITs to other duties on the fire-ground, but reassignment shall not occur unless Command has provided for another non-fatigued company to replace the original RIT.
- d. Designate multiple RITs for incidents that cover large geographic areas. At high-rise incidents, it may be necessary for Command to assign a RIT to the Staging/Resource sector inside the structure.
- e. Whenever RIT is deployed it should be replaced as soon as possible to back up the crews involved in a rescue operation.
- f. RITs can be used for appropriate assignments after all crews are out of danger, PARs have been obtained, and an IDLH atmosphere no longer exists. Command may assign this company as a relief unit and rotate them with interior companies.

Rapid Intervention Teams shall:

- a. Be designated by Command and shall assemble with full protective gear, including SCBA, rescue equipment (axe, haligan tool, hand lights, Thermal Imager, lifeline, extra air bottles and equalization hose, etc.), and other related equipment at a position in the immediate proximity of the fire personnel entry point. RIT shall remain in visual or verbal contact (via radio) with Command at all times while awaiting assignment.
- b. Upon assignment of RIT responsibilities, the RIT leader should obtain a detailed briefing from the Incident Commander or the RIT they are relieving on the status and location of all assigned companies.
- c. The RIT officer shall monitor and maintain radio communications with the IC and/or fire crews as needed.
- d. Begin a visual size-up of the building and any endangered exposures and available escape routes. In some situations hose-lines may need to be pre-deployed. RIT companies should assess the need for other access points to provide for egress, rescue, and ventilation. Forcible entry may be necessary. When companies are operating on floors above ground, the RIT should consider pre-positioning ground ladders to allow for emergency egress and rescue.

Rapid Intervention Teams continued:

- e. In some cases the RIT may need to conduct a re-con to maintain awareness of working companies and conditions. The team must be able to react immediately to sudden emergency events at the incident site. In all cases, the RIT must have the ability to rapidly deploy.

Prior to initiating interior fire suppression operations, a minimum of four firefighters shall be on the scene. They shall work in compliance with RIT guidelines requiring a minimum of a two person entry team and a minimum of a two person RIT outside the structure.

Exceptions

Incipient Stage Fires

Entry may be made while a fire is in the incipient stage. Refer to incipient stage definition.

Known Life Hazard

A “Known Life Hazard” exists when there is reasonable expectations that people are currently occupying the structure and are in danger of injury or death. Where initial arriving personnel find a known life hazard or known rescue situation and immediate action could prevent the loss of life or serious injury, deviation from this procedure is permitted within the following parameters:

- a. The Incident Commander / Initial Officer shall notify by radio that a rescue is being attempted without a RIT on the scene (Example: 721 on the scene and in command of a one-story structure. Unit 721 will be making entry without a RIT).
- b. Dispatch shall notify all other responding units that entry is being made without a RIT on the scene. (Example: Dispatch to all units responding. Unit 721 is on scene attempting rescue without a RIT).
- c. After completing a search of the structure or rescue of the occupants, firefighter are to withdraw from the structure until RIT procedures can be implemented with the arrival of additional personnel. Completion of the search is accomplished when search teams issue an “All Clear.”
- d. All deviations of the RIT policy shall be documented and a written report submitted by the company officer through the chain of command to the Assistant Fire Chief.

Commitment to Rescue of a Lost or Trapped Firefighter

Upon a report of a lost or trapped firefighter, Command shall deploy the RIT to the last reported location of the lost/trapped firefighter(s). The RIT leader will be assigned a Rescue Sector designation such as RIT 1. Appropriate rescue equipment and crews must be quickly assembled and organized.

Definitions

Interior Structural Firefighting

The physical activity of fire suppression, rescue, or both, inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

Incipient Stage Fires

This is defined as “a fire in the initial or beginning stage which can be controlled or extinguished by a portable fire extinguisher, class II standpipe, or small hose (no larger than a red line).

Interior Team

An entry team consisting of a minimum of two firefighters in full protective clothing and SCBAs working together as a team, maintaining voice, touch, or visual contact at all times.

Rapid Intervention Team (RIT)

A team consisting of a minimum of two firefighters, standing by outside the structure to provide assistance or perform rapid rescue, if needed. At least one RIT shall be assigned when additional personnel arrive at the scene of an incident involving interior fire suppression operations and whenever multiple teams are operating inside an IDLH atmosphere.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personnel Accountability System

SOP: 300.1.20

CATEGORY:

PAGE: 1 of 4

APPROVED BY:

Chief, Fire Department

DATE: 04/01

Purpose:

The purpose of a Personnel Accountability System is to provide accountability for all fire department personnel operating at the scene of an emergency in order to reduce the risk of firefighter injury and/or death. A Personnel Accountability System will improve the command and control of emergency incidents by providing a method of identifying team members and their location throughout all emergency incidents. This system will provide a method of tracking team members within the “span of control” guidelines contained in SOP 300.01; “Incident Command Procedures” and conform to NFPA guidelines pertaining to personnel accountability.

Accountability involves a personal commitment to work within the safety system at an incident.

Definitions:

1. **Passport:** A Passport is a three inch by five inch plastic card with company’s identification tag and the crew members’ plastic name tags affixed by Velcro.
2. **PAR:** This stands for Personnel Accountability Report. This is a roll call of all personnel assigned at an emergency scene.
3. **No PAR:** A “No PAR” declaration is made by the Accountability Officer, Crew Officer, or Crew Leader if all personnel cannot be accounted for within a reasonable time frame (three to four minutes).
4. **Hazard Zone:** The Hazard Zone is defined as an area that requires SCBA or an area in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure.

General Guidelines

- A. Command will always maintain an accurate tracking and awareness of where resources are committed to an incident.
- B. Command will always be responsible for including accountability as a major element in strategy and tactical planning and must consider and react to any barriers to effective accountability.
- C. Sector Officers will always maintain an accurate tracking and awareness of crews assigned to them. This requires the Sector Officer to remain in the assigned area and maintain close supervision of the crews assigned.
- D. All crews will work within Command and their Sector Officer. No freelancing.
- E. Crews arriving on scene will remain intact. Minimum crew size will be two personnel. Each crew will be radio equipped.
- F. All crews entering a Hazard Zone will be supervised, either by a Company Officer or a designated Person in Charge.

General Guidelines cont.

- G. All crews will enter together, remain together, and exit together. Reduced visibility and increased risk requires close contact.
- H. If radio communications fail while a crew is within a Hazard Zone, the crew will exit and advise Command unless there is another crew with a radio working in close proximity. If the crew with the radio moves elsewhere within the Hazard Zone, the crew without radio communications will exit the Hazard Zone and advise command.
- I. Each individual employed with this department must understand the extreme importance of this program and their responsibilities:
 - 1. **Two Passports will be on every apparatus .**
 - 2. At the beginning of each shift personnel are to place one (1) name tag on **each** Passport of the apparatus they are assigned.
 - 3. If personnel are reassigned or leave the station for any reasons, they are to remove their name tag immediately and place it on the appropriate apparatus or in their Bunker Pant Pocket.
 - 4. At the end of each shift personnel are to remove their name tag and place it in their Bunker Pant Pocket.
 - 5. If name tags are lost or destroyed, notify your company officer immediately.
 - 6. All personnel will have the minimum of six (6) name tags, Two (2) will be kept with the fire fighter, Two (2) will be stored in the back of 711, Two (2) will be stored in the Hazmat Unit. *Note: The reason they will be stored on 711 & Hazmat Unit is in case you show up on scene without yours.*

Individual Responsibilities

Accountability will only work with a strong personal commitment to safety. This commitment involves the following responsibilities:

- A. **Fire Fighter-** Each person is responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the *PASSPORT* at all times.
- B. **Driver/Engineer-** The driver of the third engine will assume accountability responsibility unless otherwise directed. The driver must collect the *PASSPORTS* from the crews and manage accountability until relieved by a Sector Officer of designated Accountability Officer.
- C. **Company Officer-** Responsible for keeping their crew intact at all times and that the *PASSPORT* is current and accurate. The *PASSPORT* must reflect only those personnel entering the Hazard Zone and must be turned in at the point of entry and retrieved upon exit.
- D. **Sector Officer-** Responsible for accounting for all crews within assigned sector, maintaining an awareness of their exact location, and maintaining accurate *PASSPORTS* of those within the Hazard Area.
- E. **Accountability Officer-** Responsible for teaming with the assigned Sector Officers to manage all accountability. The Accountability Officer must collect all *PASSPORTS* from drivers, apparatus, or Sector Officers.

PASSPORT Implementation

Implementation of the *PASSPORT* system will occur at any incident that requires the use of SCBA or any incident in which the fire fighter is at risk of being lost or injured.

Level I Accountability

1. Generally used on single point entry incidents (i.e. structures with access only to one side) or incidents that have potential for escalation. These incidents are usually conducted with a minimum of personnel.
2. Accountability of personnel at these scenes can usually be conducted through "line of sight" by the Officer in Charge.
3. If the situation escalates and crews are developed, *PASSPORTS* will be formed.
4. Assignments will be made on a crew basis.
5. When a crew is assigned, the crew leader will attach the *PASSPORT* to the apparatus Accountability Board, where it will remain until Level II Accountability is called. The driver/engineer(s) will maintain control of the Accountability board(s) until an Accountability Officer is designated.

Level II Accountability

1. Initiated on multiple entry point incidents (i.e. large commercial structures, high rise fires) or incidents having mutual or automatic aid personnel present.
2. Level II accountability will be conducted by the IC or an assigned Accountability Officer.
3. Multiple Accountability Officers (Sector Officers) may be appropriate, depending on the magnitude of the incident.
4. Upon the call for Level II Accountability, the Accountability Officer(s) will collect the Accountability Boards for their area of responsibility.
5. *PASSPORTS* will remain with the Accountability Officer at the point of entry to the Hazard Zone or be delivered to the IC.
6. Crews exiting at a location different than their original point of entry must immediately notify their Sector and/or Accountability Officer. The *PASSPORT* must be retrieved.
7. If physical distance or barrier prevent easy retrieval of the *PASSPORT*, and where the crew is being assigned to another sector, a secondary *PASSPORT* must be assembled. Crew members will provide their new Sector Officer with another plastic name tag. Where another *PASSPORT* is not available, the name tags may be placed directly on the Accountability Status Board.
8. The original Sector Officer must be made aware of the change and *PASSPORTS* removed from that Accountability Status Board.
9. Command will establish a Staging Area as soon as additional resources and personnel are requested. The location of the Staging Area will be announced over the radio. It is imperative that all later arriving personnel report to the Staging Area. Large incidents may have more than one Staging Area.
10. Those crews arriving on apparatus will report via formation of the apparatus *PASSPORT*.
11. Additional crews and *PASSPORTS* will be formed and assignments will be given at the Staging Area.
12. During prolonged incidents, personnel report back to the Staging Area upon rotation through the Rehab Area.

RIC-Rapid Intervention Crews

1. As the incident escalates and crews are operating in the Hazard Zone, Command will assign Rapid Intervention Crews at each point of entry or side of incident, if possible.
2. At a minimum, one crew will be established and ready for fire fighter rescue purposes.

If staffing is limited, Command will call for additional companies to assist in these operations.

PAR-Personnel Accountability Report

The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the company officer this is confirmation that members assigned to that particular crew are accounted for during and after an incident. For the Sector Officer this is an accounting for all crew members of all companies assigned to that particular sector.

1. PAR will be called fifteen (15) minutes after arrival to any hazardous scene.
2. PAR will be called every thirty (30) minutes thereafter and at the report of "situation under control".
3. PAR will be required for the following situations:
 - A. Any report of a missing or trapped fire fighter.
 - B. Any change from offensive to defensive mode.
 - C. Any significant event during the incident-flashover, backdraft, collapse, etc.
4. A "No PAR" declaration should be made by the Accountability Officer, Crew Officer, or Crew Leader if all personnel can not be accounted for within a reasonable time frame of three (3) to four (4) minutes.
5. The following events should automatically trigger a "No PAR" declaration:
 - A. Loss of radio contact with an interior crew or crew operating on the roof when out of visual contact. Three (3) attempts should be made to establish radio contact before "No PAR" is declared.
 - B. Missing or downed fire fighters.
 - C. Any abnormal or unexpected event that could place personnel in a life-threatening situation.
6. If "No PAR" is declared, the following sequence of events will take place:
 - A. Command will call dispatch and request an Emergency Traffic Message Tone.
 - B. If missing personnel can not be contacted by radio or accounted for by other means, evacuation will be ordered by Command.
 - C. If during the evacuation the personnel are still not accounted for, the RIC will begin searching the area or location the crew was known to be working.
 - D. Once all personnel have been accounted for, normal operations may resume.

Four Basic Rules

PASSPORT implementation should always consider the following four rules:

1. *PASSPORTS* never enter the Hazard Zone.
2. *PASSPORTS* must be maintained at the point of entry to the Hazard Zone or with the IC.
3. *PASSPORTS* must reflect only those personnel currently in the Hazard Zone.
4. Crews must turn in their *PASSPORTS* upon entering the Hazard Zone and retrieve their *PASSPORTS* upon exiting the Hazard Zone.

Termination of *PASSPORT* System

1. *PASSPORT* accountability will be maintained through a report of "Situation Under Control".
2. Immediately after the situation is called under control, command must obtain PAR from all crews.
3. Command will then determine if the *PASSPORT* system will continue because of remaining hazardous conditions.

4. Upon termination of the *PASSPORT* system, Company Officers and crew members will ensure their *PASSPORT* is up to date and returned to the door of their apparatus.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Incident Safety Officer (ISO)

SOP: 300.1.30

CATEGORY:

PAGE: 1 of 4

APPROVED BY:

Chief, Fire Department

DATE: 04/01

Purpose: Due to the inherent nature of a fire fighters duty, they are at risk of injury, illness, and death. Therefore at an emergency scene whether medical, hazardous materials, suppression, or other special operations, safety must be paramount above all other activities to reduce and/or prevent any fire fighter injuries, illnesses, or death. The Incident Safety Officer's primary responsibility is to assist with identifying and correcting potential hazardous situations.

While the Incident Commander (IC) has the overall responsibility for safety during any incident, the IC shall appoint a dedicated Incident Safety Officer (ISO) during any major or large scale incident. The ISO is a member of the ICS command staff and reports directly to the IC. When the incident is to the extent that one person can not effectively oversee all safety operations the IC may appoint assistant safety officers as needed. All major Hazardous Material incidents will require a separate Haz-Mat Safety Officer. The ISO, Haz-Mat ISO, and any assigned safety officers shall be readily identifiable at an emergency scene.

ISO Authority: The ISO will have the authority to suspend, alter, or terminate any immediate hazardous situation. The ISO will immediately report to the IC actions taken. Any hazardous situation which the ISO deems not immediate will be relayed to the IC with recommended changes.

ISO Qualifications: The ISO Shall:

- * be familiar with the Incident Command System.
- * have special training to assist with identifying safety hazards.
 - 1) National Fire Academy - Incident Safety Officer class
- * be familiar with fireground tactics and building construction.
- * be familiar with special operations incidents such as ARFF, Rescue, and EMS activities.
- * be familiar with the departments personnel accountability system.
- * be familiar with Accident and Injury procedures used by C.S.F.D..
- * At a Hazardous Materials Incident be Texas Certified Hazardous Materials Technician.

ISO Responsibilities: The ISO shall:

- * ensure that safety is included in the IC's action plan and shall determine any risk(s).
- * monitor the emergency scene for any and all unsafe conditions, fire extension, smoke travel, bldg. collapse, and unusual hazards and report findings to the IC.
- * confirm that utilities have been secured.
- * assist with establishing safety, hazard zones (i.e. hot, warm, and cold) and make sure all personnel are advised.

- * ensure that chemical, gas and air readings are taken and recorded.
- * ensure that firefighter rehab is established.
- * confirm proper PPE for personnel working at a Haz-Mat fire or major medical incident.
- * ensure that the personnel accountability system is in place at major fire, Haz-Mat, major medical, and special operation incidences.
- * immediately after being notified of a firefighter injury, ensure that medical assistance is obtained and that injured are transported.
- * proceed to the medical facility (if needed) after the incident to follow-up on firefighter injury and to began processing injury/accident paperwork.(Fire Casualty Report)
- * shall complete incident safety report for post incident review. (All incidents where safety Officer is appointed). This form is kept in 711.
- * ISO must wear protective clothing suitable for the activity being performed.

Pages 3 & 4 are report forms.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: REHAB SECTOR

SOP: 300.1.40

CATEGORY: Rehab Activation

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 4/01

Purpose: This operation procedure shall set forth the activation and operation of the Rehab Sector during CSFD operations.

INITIATION

It will be the responsibility of the Incident Commander to activate the Rehab Sector during any operation where there is prolonged scene time, extreme environmental conditions or any other condition which calls for the rehabilitation of the fire fighters involved in the operation.

Upon activation the Incident Commander shall assign a minimum of two individuals to staff this sector. This team could be drawn from an ambulance crew but shall not be limited to ambulance personnel. The Incident Commander shall make arrangements for the rehab supplies to be brought to the scene and will direct rehab personnel as to the location for set up.

OPERATION

The Rehab Sector should be set up in a location convenient to fire operations, but preferably out of sight of the incident and in as comfortable of an environment as possible. It should be located upwind of the incident.

The Rehab Sector will provide for the physical and mental rehabilitation of the individual personnel involved in the incident. Medical monitoring shall also be accomplished upon entrance to and exit from this sector. Adequate records shall be kept.

The Rehab Sector shall be in communication with the Incident Commander and the Staging Officer. Movement of personnel through the Rehab Sector will be co-coordinated with the Staging Officer or Incident Commander as appropriate.

The Rehab Sector should be clearly marked. Vests must be worn by rehab sector officers.

The Rehab Sector shall provide for cool down/warm up of individuals as needed. Fluid rehydration shall be accomplished. The means for personal hygiene shall be provided. In a prolonged incident food nourishment shall be provided. Dry "T-shirts" and flash hoods shall be provided.

MEDICAL MONITORING

All personnel processed through the Rehab Center should be checked for general condition, blood pressure, pulse and blood oxygen saturation. A written record of this monitoring should be kept. Any personnel deemed unfit to return to the scene by the personnel operating the Rehab Sector shall be held in the sector or transported by ambulance for further medical evaluation. This shall be immediately communicated to the Incident Commander. The Staging Officer (if established) shall be kept advised of the number of teams/individuals available for assignment.

LOCATION OF SUPPLIES

The Rehab supplies will be stored in containers marked “**REHAB**” in the upstairs section at Station #1.

REHAB SUPPLY INVENTORY

2	each	10 gal. Igloo Coolers			
1	each	Large Ice Chest			
		containing:	(2)	bx	cone cups (250/box)
			(1)	bag	18 oz cups (50/bag)
			(2)	bag	9 oz cups (20/bag)
			(1)	ea	Igloo cup dispenser
			(3)	can	51 oz Orange Gatorade (makes 8 gal)
			(5)	can	18.4 oz Lemon/Lime Gatorade (makes 2 gal)
			(3)	can	18.4 oz Lemon Ice Gatorade (makes 2 gal)
1	each	Large Supply box			
		containing:	(1)		Large Tarp
			(2)	rolls	Shop Towels
			(1)	box	Baby wipes 120/box
			(1)	btl	Liquid Hand Soap
			(15)	ea	T-shirts
			(15)	ea	Firefighter Hoods
			(1)	ea	Clip Board
			(1)	roll	Marking Tape
			(5)	ea	Rehab Sector Forms

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Emergency Signal

SOP: 300.1.50

CATEGORY:

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 04/01

Intent:

To provide personnel with the safest possible environment during an emergency.

Purpose:

The Emergency Signal is a means of communicating an audible warning to personnel at an emergency scene. The audible warning will alert personnel of possible hazards to their life or wellbeing and provide them with needed information regarding evacuation, search and rescue, and possible location(s) of personnel needing assistance.

Procedure:

The Emergency Signal will be tested every Monday morning at 07:30 hrs. This will give our personnel the opportunity to recognize the signal, as well as, test the system.

- 1.) When a situation exists which poses an imminent threat to the life and/or health of personnel operating on the scene, the Incident Commander, Safety Officer, Fire Dispatcher, or person in trouble, shall immediately initiate the Emergency Signal.
- 2.) Initiation of the Emergency Signal can be done via radio by contacting the Incident Commander, Fire Dispatch, or Safety Officer and advising that you or someone near you needs emergency assistance. If the Emergency Signal is requested by someone who is lost or disoriented on scene, that person shall turn his or her PASS device to the manual (constant) tone.
- 3.) The Emergency Signal shall be sounded by dispatch, via radio, for a period of 12 seconds (3 - four second long tones, consisting of high/low sounds).

- 4.) Initially the emergency signal will be sounded once. When the signal has ended, the type of emergency and directions (rescue or evacuation) will be broadcast over the radio. If someone other than the Incident Commander initiated the Emergency Signal, that individual will contact the Incident Commander or Fire Dispatch and advise them of the type of emergency.
- 5.) All crews shall follow the instructions given by the Incident Commander without delay.
- 6.) Incident Commander shall call for accountability of crews as soon as possible.
- 7.) If evacuation orders are given, crews shall stay together during the evacuation. Crews shall exit the structure and wait for further instructions from the Incident Commander. In a High Rise emergency, evacuation of the building may be impractical. In this situation the Incident Commander shall give instruction on which area or floor on which crews will re-group.
- 8.) If the Emergency Signal was given, due to an injured, disoriented, or lost firefighter, the Incident Commander shall issue orders to the R.I.C. (Rapid Intervention Crew) to enter the area or structure with the intent of evacuating the lost or injured personnel.
- 9.) When the R.I.C. enters an affected area or structure, another crew will be assigned with R.I.C. duties (the crews entering the building shall maintain their unit designation numbers, 721, 723, etc.).

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:	Radio Emergency Button	SOP:	300.1.60
CATEGORY:	Operations	PAGE:	1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 11/02

EMERGENCY BUTTON

The emergency button on fire department radios will set off an alert tone and indicate the radio ID on the dispatch console when pushed.

On **portable radios the emergency button is ORANGE** and is located on the top of the radio. On **mobile units the button is RED** and is located next to the volume knob, labeled "EMER".

To activate the emergency button, push and hold for 2 seconds or longer. To clear the emergency button, turn the radio off and wait 5 seconds and turn the radio back on. When activated the radio will continue to operate.

Procedures for using the Fire Department emergency button:

1. **Major incidents: Incidents where multiple units are committed to a location and command has been established.**

Dispatch will contact command and give the radio ID number. Command will be responsible for clearing the emergency button and reporting back to dispatch.

2. **Minor calls where only one unit is on location.**

Dispatch will make 2 attempts to contact radio that was activated, if no contact can be made dispatch will respond Police to location and notify shift commander.

3. **Minor calls where a fire and EMS unit is on location.**

Dispatch will make 2 attempts to contact radio that was activated, if no contact dispatch will make 2 attempts to contact another fire unit on location. If no contact, Police will be dispatched to the location.

4. **Fire or EMS unit out-of-station, not on a call, location unknown.**

Dispatch will make several attempts to contact radio that was activated, if no contact is made dispatch will contact shift commander to assist with location of unit.

5. **Fire station radio or fire unit at fire station.**

Dispatch will make 2 attempts to contact radio, if no contact is made dispatch will call the fire station by phone. If no answer, Police will be dispatched to fire station.

6. **Individual fire radios that are assigned to fire administration or shift commanders.**

Dispatch will try to call the residence and page the person to whom the radio is assigned. If no contact is made dispatch will contact the shift commander to assist with the location of the radio and dispatch Police to the location.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personal Protective Equipment

SOP: 300.2.10

CATEGORY: Use, Inspection, Maintenance, Cleaning, Repair
and/or Replacement

PAGE: 1 of 8

APPROVED BY:

Chief, Fire Department

DATE: 04/01

GOALS: To provide department personnel with approved, functional, and safest personal protective equipment (PPE) available through proper inspection and maintenance procedures, and to identify equipment which requires repairs or replacement and to repair, replace, or obtain new equipment in the most expeditious manner.

To provide guidelines for use of appropriate PPE for various emergency and non-emergency activities.

OBJECTIVES:

- Identify problems through monthly and quarterly inspection practices.
- Maintain records of PPE inspections.
- Repair or replace worn or damaged PPE in a timely manner.
- Establish budget projections for future replacement of PPE.
- Provide instructions for the proper cleaning of PPE.
- Establish guidelines for appropriate PPE to be worn for various emergency and non-emergency activities.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Full personal protective equipment is defined as:

- ♦ Protective Hood
- ♦ Turnout Coat
- ♦ Turnout Pants and Boots
- ♦ Helmet with Shield
- ♦ Fire fighting Gloves
- ♦ Self Contained Breathing Apparatus
- ♦ PASS device

All personnel will also have their issued hearing protection and safety glasses available for immediate use.

Full protective clothing will be worn by all Fire fighting Personnel when responding to:

- ♦ Structure Fire Alarms
- ♦ Vehicle Fire Alarms
- ♦ Hazardous Materials Incidents
- ♦ Automatic Alarms
- ♦ Smoke Checks

PROCEDURES cont.

- ◆ Aircraft Emergencies and Standbys
- ◆ Major Vehicle Accidents (excluding SCBA and Hood)

Full Protective Clothing is not required when responding to Medical Assist Calls.

Company Officers may use their discretion to regulate these guidelines in terms of unusual circumstances, such as extremely long responses, out of quarters responses or when the company is rolling at the time of dispatch.

Any person riding in the jump seat of any open cab apparatus is required to wear a protective helmet and hearing protection. Wearing a helmet is optional for personnel riding in an enclosed cab.

Hearing protection will be worn when excessive noise levels may be experienced, regardless of the length of exposure.

EXAMPLES include, but are not limited to the following situations:

- ◆ Code three responses in open cab apparatus
- ◆ When riding in jump seats of open cab apparatus
- ◆ When checking apparatus in the bay
- ◆ When operating at the pump panel of fire apparatus
- ◆ When operating the air compressor

Eye Protection will be worn whenever the possibility of eye injury is present.

EXAMPLES include, but are not limited to the following situations:

- ◆ Working with any small hand or power tools, such as saws, sanders, grinders, rescue tools, etc.
- ◆ Operating the air compressor
- ◆ Working at the scene of major accidents (when helmet face shield is not in use)
- ◆ Working with chemicals, biohazards or other materials which could cause injury by splattering/spilling
- ◆ Performing salvage operations (when helmet face shield is not in use)

The Incident Commander will designate the acceptable level of personnel protection while operating at the scene of a vehicle extrication, rescue call, standby, or other unusual response situation.

When actively involved in training drills and hose or hydrant testing the following shall be the minimum protective equipment used by each person:

- ◆ Helmet
- ◆ Safety Glasses or Lowered Face Shield
- ◆ Gloves

Dependent on the activity, the officer in charge or his delegate may require additional personal protective equipment to be used.

PROGRAM MANAGERS AND RESPONSIBILITIES:

Station #4 Lieutenant, "C" Shift;

- will review PPE inspection paperwork completed by shift personnel.
- will conduct quarterly inspections of PPE independent of shift inspection.
- will stock supplies and repair helmets as needed.
- will make recommendations to Research & Planning Coordinator pertaining to any PPE repairs or replacement.

Research and Planning Coordinator (R&P Coordinator);

- will maintain personnel documentation pertaining to PPE.
- supervise specification development, bid process, order and receipt of PPE.
- will arrange for necessary repair of PPE
- will maintain reserve PPE for emergency replacement
- will maintain records pertaining to PPE in accordance with applicable nationally recognized standards

Battalion Chiefs;

- will ensure PPE is inspected monthly and paperwork forwarded.
- will maintain inventory of gloves, earplugs, and safety glasses for emergency replacement.

EMPLOYEE RESPONSIBILITIES:

- Each employee will inspect his/her PPE at the beginning of each shift. Any defects will be reported immediately to the employee's direct supervisor.
- Employees are responsible for the cleanliness of their PPE. Cleaning PPE falls into three categories:

1. Cleaning, Routine- The light cleaning of PPE performed by the employee without taking the PPE out of service. Examples include brushing off dry debris, rinsing off debris with a water hose, and spot cleaning.

2. Cleaning, Advanced- The thorough cleaning of PPE by washing with cleaning agents. Advanced cleaning usually requires PPE to be temporarily out of service. Examples include hand washing, machine washing, and contract cleaning.

3. Cleaning, Specialized- The cleaning of PPE to remove hazardous materials or biological agents. This level of cleaning involves specific procedures and specialized cleaning agents and processes.

CLEANING/WASHING PERSONAL PROTECTIVE EQUIPMENT:

Helmets, Gloves, Boots, Safety Glasses and Ear Plugs should be cleaned with mild detergent and water. Safety Glasses should be dried with a soft cotton towel. Helmets and Boots can be wiped dry. Gloves and Ear Plugs should be air-dried.

Stubborn stains on helmets can usually be removed with ISOPROPYL ALCOHOL or NON-AMMONIATED WINDOW OR GLASS CLEANER. Minor scratches on face shields can often be removed with Jeweler's Polish.

According to NFPA and manufacturer's guidelines, Protective Clothing should be washed and/or cleaned 1) at least every six months or; 2) as soon as possible after contamination or exposure to blood or bodily fluids, tars, fuels, oils, resins, paints, acids, or any other hazardous materials.

Always wash protective clothing separately from other garments. **Never** wash protective clothing at home or at public laundry facilities to avoid the spread of chemical contamination or toxic combustion products to other laundry.

Never dry clean protective clothing. There are many components in the clothing that will not function properly if dry-cleaned.

SUBJECT:	Personal Protective Equipment	SOP:	300.2.10
CATEGORY:	Use, Inspection, Maintenance, Cleaning, Repair and/or Replacement	PAGE:	4 of 8

PROCEDURES cont.

Never use high velocity power washers for cleaning garments. These tools can severely damage the raw materials and seams.

NOTE: Due to the drying time required for PPE all gear shall be washed by the relieving shift. i.e.; B shift shall wash A shift gear, while C shift shall wash B shift gear.

WASHING INSTRUCTIONS- MACHINE WASHER

Preparation:

1. Detach outer shells from inner liners and wash each component separately to avoid redepositing soil from one component to the other.
2. Pretreat heavily soiled garments following steps in "Spot Cleaning and Pretreating."
3. Fasten hooks and dees or other metal parts and turn the garment inside out or place in a large laundry bag that can be tied shut to avoid damage to the wash tub.
4. Fasten all hook and loop closures to each other to reduce the likelihood of damage to delicate parts of the protective clothing.

Machine Settings

Only a front loading extractor or front loading washing machine with a tumbling action should be used for cleaning. A top loading machine will not clean PPE as thoroughly, and the agitator action will damage PPE and reduce the durability and protective value of the garments.

1. Wash water temperature should be between 110° and 120° F.
2. Use the normal cycle, cotton/white, or similar setting.
3. Double rinse. This removes residual dirt and insures detergent removal. If the machine will not automatically double rinse, a complete second cycle should be run without adding detergent or bleach.

Wash Procedures

1. Load machine with garments to be washed.
2. Add ½ cup (4 oz.) of oxygenated (non-chlorine) bleach and one cup (8 oz.) of liquid detergent to the machine.
3. Start machine.
4. Make sure that garments are double rinsed.

DRYING

1. Remove garments from washing machine and turn them inside out to expose the inner liner. Dry by hanging in a shaded area that receives good cross ventilation, or hang on a line and use a fan to circulate the air.
2. Do not use automatic dryers because the mechanical action and excessive heat may damage or shrink the garments.

SPOT CLEANING

Pre-cleaners can be used to clean light spots and stains on protective clothing. Squirt pre-cleaner one or two times on the soiled areas. Gently rub fabric together until light foam appears on the surface. Carefully rinse off with cool water.

PRE-TREATING

Apply liquid detergent directly from the bottle on the soiled areas. Gently rub fabric together until light foam appears on the surface. Place garment in washing machine as instructed in Section 1

and add the remaining amount of the recommended detergent. To clean garments that are heavily soiled, use a liquid detergent or pre-cleaner solution, prior to laundering, in the following manner:

SUBJECT:	Personal Protective Equipment	SOP:	300.2.10
CATEGORY:	Use, Inspection, Maintenance, Cleaning, Repair and/or Replacement	PAGE:	5 of 8

PROCEDURES cont.

1. Air dry garment before applying product.
2. Squirt the liquid detergent or pre-cleaner directly on the stain and the surrounding areas (use 3-4 squirts). Make sure that the soiled area is soaked with the product.
3. Use a soft bristle brush (toothbrush or fingernail type dipped in water) to gently scrub the soiled area for about 1½ minutes.
4. Reapply liquid detergent or pre-cleaner to the soiled areas again (use 1 or 2 squirts).
5. Place garment in washing machine as per Washing Instructions.

LAUNDERING AND CLEANING PRODUCTS

There are industrial cleaner/degreaser products available for protective clothing that the user may wish to purchase for cleaning. Contact the manufacturer or a local fire equipment distributor for additional information. Confirm use instructions with the manufacturer in any case. Some examples of household products that may be utilized for cleaning, spot cleaning, and pre-treating are as follows:

Cleaning: Liquid Wisk, Liquid Cheer, Liquid Tide, Liquid Fab

Oxygenated Bleaches: Liquid Clorox 2, Liquid Vivid

Spot Cleaning and Pretreating: Liquid Spray and Wash, Liquid Shout, Liquid Tide, Liquid Dishwashing Detergent

NEVER USE CHLORINE BLEACH ON FIRE FIGHTER PROTECTIVE CLOTHING. Even small amounts of chlorine will seriously reduce the protective qualities of PPE.

INSPECTION PROCEDURES:

- PPE will be given a routine inspection each month by a designated shift person who will forward the completed paperwork to Station 4.
- Station 4 Lt. will perform an advanced inspection of all PPE quarterly and complete paperwork.
- Items listed on the inspection form will be rated in one of the following categories:
 - New or as-new condition-*** Newly purchased items that are in like new condition.
 - Good Condition-*** Items in good serviceable condition; might show wear but replacement or repair is not needed.
 - Maintenance needed-*** the item is in need of repair or cleaning. Further evaluation will determine if the item will be repaired or retired. Maintenance details shall be described in the "Comments" section of the inspection form.
 - Immediate replacement-*** the item is unsafe and should be removed from service.

A **routine inspection** shall include, as a minimum, the following:

- (a) Coats and trousers shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Rips, tears, and cuts
 - b. Damaged/missing hardware and closure systems
 - c. Thermal damage such as charring, burn holes, or melting
 - (4) Damaged or missing reflective trim
- (b) Hoods shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents

- (3) Physical damage, such as the following:
 - a. Rips, tears, and cuts
 - b. Thermal damage, such as charring, burn holes, or melting
- (4) Loss of face opening elasticity

SUBJECT:	Personal Protective Equipment	SOP:	300.2.10
CATEGORY:	Use, Inspection, Maintenance, Cleaning, Repair and/or Replacement	PAGE:	6 of 8

PROCEDURES cont.

- (c) Helmets shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination for hazardous materials or biological agents
 - (3) Physical damage to the shell, such as the following:
 - a. Cracks, dents, or abrasions
 - b. Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - (4) Physical damage to the ear flaps, such as the following:
 - a. Rips, tears and cuts
 - b. Thermal damage, such as charring, burn holes, or melting.
 - (5) Damaged or missing components of the suspension and retention systems
 - (6) Damaged or missing components of the faceshield/goggle system, including discoloration and scratches to the faceshield/goggles lens that limits visibility.
 - (7) Damaged or missing reflective trim
- (d) Gloves shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Rips, tears, or cuts
 - b. Thermal damage, such as char or burn holes
 - c. Inverted liner
 - (4) Shrinkage
 - (5) Loss of elasticity/flexibility
- (e) Footwear shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Cuts, tears, and punctures
 - b. Thermal damage, such as char, burn holes, and melting
 - c. Exposed/deformed steel toe, steel midsole, and shank
 - (4) Loss of water resistance
- (f) Manufacturer's tags stating compliance with the appropriate NFPA standard must be affixed to each item of PPE.
- (g) All personnel accountability tags must be present and readable.

An **advanced inspection** shall include, as a minimum, the following:

- (a) Coats and trousers shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Rips, tears, and cuts
 - b. Damaged/missing hardware and closure systems
 - c. Thermal damage such as charring, burn holes, or melting
 - (4) Evaluation of fit and coat/trouser overlap
 - (5) Loss of seam integrity; broken or missing stitches
 - (6) Material integrity: UV or chemical degradation, loss of liner material, shifting of liner material
 - (7) Wristlets: loss of elasticity, stretching, runs, cuts, burn holes
 - (8) Reflective trim integrity, attachment to garment, reflectivity, damage
 - (9) Label integrity and legibility
 - (10) Hook and loop functionality
 - (11) Liner attachment system

- (12) Moisture barrier integrity. Moisture barrier field test will be performed.
- (13) Closure system functionality

PROCEDURES cont.

- (b) Hoods shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Rips, tears, and cuts
 - b. Thermal damage, such as charring, burn holes, or melting
 - (4) Shrinkage
 - (5) Loss of material elasticity; stretching out of shape
 - (6) Loss of seam integrity, broken or missing stitches
 - (7) Loss of face opening elasticity
- (c) Helmets shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination for hazardous materials or biological agents
 - (3) Physical damage to the shell, such as the following:
 - a. Cracks, dents, or abrasions
 - b. Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 - (4) Physical damage to the ear flaps, such as the following:
 - a. Rips, tears and cuts
 - b. Thermal damage, such as charring, burn holes, or melting.
 - (5) Damaged or missing components of the suspension and retention systems
 - (6) Damaged or missing components of the faceshield/goggle system, including discoloration and scratches to the faceshield/goggles lens that limits visibility.
 - (7) Faceshield/goggle system functionality
 - (8) Damage to the impact cap
 - (9) Damaged or missing reflective trim
- (d) Gloves shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Rips, tears, or cuts
 - b. Thermal damage, such as char or burn holes
 - c. Inverted liner
 - d. Loss of seam integrity, broken or missing stitches
 - (5) Shrinkage
 - (6) Loss of flexibility
 - (7) Loss of elasticity and shape in the wristlets
- (e) Footwear shall be inspected for the following:
 - (1) Soiling
 - (2) Contamination from hazardous materials or biological agents
 - (3) Physical damage, such as the following:
 - a. Cuts, tears, and punctures
 - b. Thermal damage, such as char, burn holes, and melting
 - c. Exposed/deformed steel toe, steel midsole, and shank
 - d. Loss of seam integrity, delamination, broken or missing stitches
 - (4) Loss of water resistance
 - (5) Excessive tread wear
 - (6) Condition of the lining, such as the following:
 - a. Tears
 - b. Excessive wear
 - c. Separation of the outer layer

PROCEDURES cont.

- *Any PPE that is damaged should be immediately reported to the Shift Officer. This information should then be e-mailed to the "C" Shift Lt. at Station 4. In emergency situations, the Battalion Chief should replace damaged or contaminated PPE from the storage room at Fire Administration. Small PPE items can be replaced from Battalion Chief's storage with all information forwarded to Station 4 "C" Shift Lt. and the Research & Planning Coordinator.*
- Station 4 Lt. will repair helmets if problem is identified.
- Station 4 Lt. will make recommendation to Research & Planning Coordinator for PPE repairs or replacement.
- After recommendation is made, Research & Planning Coordinator will contact the employee's officer to set a meeting with the employee to verify size(s) needed and/or issue temporary replacement PPE.

NOTE!! Any PPE being sent for repairs will be washed and dried prior to being sent out (employee's responsibility.)

- Research & Planning Coordinator will then order new PPE or send PPE out for repairs. If ordering new equipment, Research & Planning Coordinator will request inventory number(s) from inventory coordinator.
- When new or repaired PPE arrives, Research & Planning Coordinator will inventory the equipment (if new) and then contact the respective employee and issue PPE.
- Issued replacement PPE will be washed, dried, and re-hung in storage room.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personal Protective Equipment **SOP:**
300.2.20
CATEGORY: SCBA/PASS Usage Guidelines **PAGE:** 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 11/02

Purpose:

It is the policy of the College Station Fire Department that all personnel expected to function in areas of atmospheric contamination shall be equipped with self-contained breathing apparatus (S.C.B.A.) and trained in the proper use and maintenance of SCBA equipment. The intent of this S.C.B.A. policy is to avoid any respiratory contact with products of combustion, superheated gases, toxic products or other hazardous contaminants.

PASS Device:

In every situation where SCBA usage is required or recommended a PASS device shall also be worn, turned on, and in proper operating condition. Throughout this document every time SCBA is mentioned it also includes the use of a PASS device.

Two in Two Out:

Anytime department personnel are operating in an IDLH atmosphere or area that could possibly become an IDLH atmosphere SCBAs will be used and the department will put the Two in Two Out rule into effect. The Two in Two Out rule means that personnel will always work in pairs when in an IDLH area. The members of the crew will remain within voice contact of each other and operate as a team. Two additional department members will serve as the two out crew. The two out crew will be dressed in the same level of PPE as the two interior members. The Two out team will be in full PPE including an SCBA and will be ready to respond to help the two in crew at a moment's notice. The two out crew functions as a safety and recovery team for the members functioning in the interior in case they encounter an emergency. The two out crew is to be used solely for the rescue of fire personnel.

Responsibility:

Company officers shall assign a specific S.C.B.A. to each crewmember. Each crewmember will be responsible for the proper use and function of that S.C.B.A.

If a S.C.B.A. is found to be functioning improperly, it shall be taken out of service, tagged, reported, and replaced immediately. Replacement S.C.B.A.s shall be obtained from MASK REPAIR area or from another source as designated by the Shift Officer. (See SCBA daily check policy for malfunctioning SCBA)

The use of breathing apparatus means that all personnel shall have face pieces in place, breathing air from the supply provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of S.C.B.A.

All personnel shall use self-Contained Breathing Apparatus when operating:

- ◆ In a contaminated atmosphere
- ◆ In an atmosphere which may suddenly become contaminated
- ◆ In an atmosphere which is oxygen deficient
- ◆ In an atmosphere which is suspected of being contaminated or oxygen deficient

This includes all personnel operating:

- ◆ In an active fire area
- ◆ Directly above an active fire area
- ◆ In a potential explosion or fire area, including gas leaks and fuel spills
- ◆ Where products of combustion are visible in the atmosphere, including vehicle fires and Dumpster fires
- ◆ Where invisible contaminants are suspected to be present (i.e., Carbon Monoxide during overhaul)
- ◆ Where toxic products are present, suspected to be present, or may be released without warning
- ◆ In any confined space, which has not been tested to establish respiratory safety.

In addition to the above, S.C.B.A. shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the S.C.B.A. may be worn with the face piece removed. The wearing of S.C.B.A. in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of S.C.B.A. is required.

Premature removal of S.C.B.A. must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases S.C.B.A. must be used until the atmosphere is safe.

In routine fire situations, the decision to remove S.C.B.A. shall be made by Company Officers, with the approval of Shift Officers, based on an evaluation of conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.

Prior to SCBA removal:

The Incident Commander will request a check of **Carbon Monoxide and Oxygen Levels**. In situations where carbon monoxide levels are below 50 PPM after fire extinguishment the Incident Commander may approve removal of the SCBA by interior personnel. This only applies if the presence of other toxins is not suspected. The Incident Commander will notify dispatch of the time of Carbon Monoxide testing and the reading found.

If there is any doubt about respiratory safety, S.C.B.A. use shall be maintained until the atmosphere is established to be safe by testing. Safety Sector personnel shall be responsible for this determination. Additional testing may be required in areas where other toxins are suspected.

An evaluation of all members of the College Station Fire Department in the use of S.C.B.A. shall be conducted annually (Fit Test). Each member shall be able to demonstrate a high level of proficiency and compatibility with the S.C.B.A. under conditions, which simulate those, expected as a job requirement.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Firehawk MMR SCBA Daily/Weekly Check for Reserve SCBA SOP: 300.2.30

CATEGORY: Emergency Response Operations

PAGE: 1 of 4

APPROVED BY:

Chief, Fire Department

DATE: 11/02

The following procedures will be used for the daily check of Firehawk MMR SCBA

Facepiece:

Keep your mask clean at all times, dirt and debris can affect proper exhalation valve operation. Inspect the rubber on the mask. Look for distortion, cracks, and tears. Nose cup should be in place and in good condition, make sure all gaskets are in place. Lens cover should be on facepiece lens, and all straps on head harness in good condition.

Backframe and Harness:

Inspect for deteriorated components and proper harness operation

Cylinder Assembly (to include Audi-Alarm):

1. Inspect cylinder and audi-alarm for physical damage
2. Verify that the cylinder pressure is (in the green) minimum pressure 4200 psig.
3. Remove the Firehawk regulator from its STAND-BY belt mount. Open the cylinder valve fully. Listen for the audi-alarm to ring briefly and the ICM (Integrated Computer Module) to emit a single rising tone with a bee-bop as the system pressurizes. The GREEN light (upper right corner) of the ICM flashes to signal that it is activated and operational.
4. Check the ICM and cylinder gauges. Gauges must be within 225 psig +/- of each other.

Hoses / Regulator / ICM

1. Close the cylinder valve fully. Check hoses, regulator and ICM for leaks. If the needle drops more than a 100 psi in 10 seconds on the ICM digital gauge, there is a leak. Do not use apparatus until the leak is found and corrected.
2. Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into pre-alarm, the device sounds 3 progressively louder tones and the green ready light turns to flashing red. The ICM will go into full alarm approximately 12 seconds later. During full alarm the ICM repeatedly sounds two high-pitched tones followed by a buzz. Press the Reset Button (yellow button on the right side of the ICM) twice over a 1 second period to reset alarm.

3. Press the Mode button (the green button on the upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes).
4. Crack the bypass valve (red knob on Firehawk regulator) slowly to bleed off pressure until the ICM alarm gauge needle drops below 1175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig.
5. When the pressure falls below 200 psig, turn the ICM off by pressing the Reset Button (yellow button on the right side of the ICM) twice over a 1 second period. An extended single tone will sound indicating the unit has been turned off
6. Close the bypass valve, store the Firehawk regulator in the STAND-BY belt mount.
7. Complete the daily check sheet that is maintained in the apparatus.
8. When a unit is taken out of service it is to be tagged and placed in the SCBA room at fire station number three.

As required by the Texas Fire Commission SCBA daily check sheets must be completed each morning.

Forms will be pages 3 and 4.

CSFD SELF CONTAINED BREATHING APPARATUS

DAILY DUTY CHECK

MONTH / YEAR: _____

SCBA INVENTORY # _____

APPARATUS / LOCATION : _____

OKAY = ✓

PROBLEM = X

PERSON DOING INSPECTION INITIAL UNDER CHECKED BY:

DATE CHECKED	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CHECKED BY:																															
CYLINDER PRESSURE MIN. 4200 PSIG																															
BACKFRAME AND HARNESS																															
CYLINDER ASSEMBLY																															
ICM/FIREHAWK																															
CLEAN AND READY FOR SERVICE																															

REPORT ANY PROBLEMS TO YOUR OFFICER / HAVE THE SCBA TAKEN OUT OF SERVICE IF NECESSARY

DATE/COMMENTS: _____

TEXAS COMMISSION ON FIRE PROTECTION - STANDARDS MANUAL FOR FIRE PROTECTION PERSONNEL CHAPTER 435.3

Breathing Air Is To Be Tested At Least Every Three Months

Full Function Test Required Annually As Prescribed **By The Manufacturer And NFPA 1852**

CYLINDER PRESSURE: Using the digital ICM gauge, verify minimum cylinder pressure is > or = to 4200 psig.

BACKFRAME AND HARNESS: check for deteriorated components and proper harness operation.

CYLINDER ASSEMBLY: check the cylinder for physical damage, open the cylinder valve fully, alarm should ring briefly, ICM should activate, close cylinder valve, check cylinder, hoses, regulators, and ICM for leaks compare the cylinder gauge to the ICM, pressure should be within +/- 225 psig of each other change out cylinder when pressure gauge indicates less than 4200 psig (ICM digital gauge).

ICM\FIREHAWK: Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into full alarm approximately 12 seconds later. Press the Mode button (the green button on the upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes). Crack the bypass valve (red knob on Firehawk regulator) slowly to bleed off pressure until the ICM alarm gauge needle drops below 1175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig. Press yellow reset button twice to power down ICM.

CLEAN AND READY FOR SERVICE: self explanatory

HAVE A GOOD DAY!

CSFD SELF CONTAINED BREATHING APPARATUS

RESERVE WEEKLY CHECK (MONDAY)

MONTHS (4) / YEAR: _____

SCBA INVENTORY # _____

APPARATUS / LOCATION : _____

OKAY = ✓

PROBLEM = X

PERSON DOING INSPECTION INITIAL UNDER CHECKED BY:

DATE CHECKED MONTH/DAY																
CHECKED BY:																
CYLINDER PRESSURE MIN. 4200 PISG																
BACKFRAME AND HARNESS																
CYLINDER ASSEMBLY																
ICM\FIREHAWK																
CLEAN AND READY FOR SERVICE																

REPORT ANY PROBLEMS TO YOUR OFFICER / HAVE THE SCBA TAKEN OUT OF SERVICE IF NECESSARY

DATE/COMMENTS: _____

TEXAS COMMISSION ON FIRE PROTECTION - STANDARDS MANUAL FOR FIRE PROTECTION PERSONNEL CHAPTER 435.3

Breathing Air Is To Be Tested At Least Every Three Months

Full Function Test Required Annually As Prescribed **By The Manufacturer And NFPA 1852**

CYLINDER PRESSURE: Using the digital ICM gauge, verify minimum cylinder pressure is \geq 4200 psig.

BACKFRAME AND HARNESS: check for deteriorated components and proper harness operation.

CYLINDER ASSEMBLY: check the cylinder for physical damage, open the cylinder valve fully, alarm should ring briefly, ICM should activate, close cylinder valve, check cylinder, hoses, regulators, and ICM for leaks compare the cylinder gauge to the ICM, pressure should be within \pm 225 psig of each other change out cylinder when pressure gauge indicates less than 4200 psig (ICM digital gauge).

ICM/FIREHAWK: Place the ICM in a motionless position for approximately 18 seconds, the ICM will go into full alarm approximately 12 seconds later. Press the Mode button (the green button on the upper left of ICM) once for Illumination Mode and twice for time remaining at current breathing rate (will display 3 dashes). Crack the bypass valve (red knob on Firehawk regulator) slowly to bleed off pressure until the ICM alarm gauge needle drops below 1175 psig (the beginning of the red zone on the ICM gauge) The ICM alarm and the audi-alarm bell will ring until the pressure is less than 200 psig. Press yellow reset button twice to power down ICM.

CLEAN AND READY FOR SERVICE: self explanatory HAVE A GOOD DAY!

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Quantitative Fit Test (PortaCount Plus) **SOP:** 300.2.40

CATEGORY: Fire Operations **PAGE:** 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 11/02

Purpose

- 1) To conduct SCBA mask fit testing prior to use and conduct annual mask fit testing of all certified personnel.
- 2) Develop guidelines for records maintenance of fitting testing. Maintain fit test records to include date, type of test, employee information and type of facepiece used (Facepiece must be the same type/size as used by the employee).

Requirements

- 1) Facial hair may not interfere with the facepiece seal or valve function (e.g., clean-shaven where the seal surface touches the face) including stubble, sideburns, or beards.
- 2) The employee must pass a user facepiece seal test (see **procedures** section below) before proceeding to the fit test.
- 3) The test can not be given to an employee who has smoked in the last 30 minutes.

Note: Requirement #1 Achieving an acceptable seal under “test” conditions (e.g., passing the quantitative PortaCount test with facial hair where the seal surface touches the skin) may be achieved, however, this does not mean a reliable seal can be consistently achieved under “real world conditions”. The following rule will apply. **The area where the facepiece seal surface touches the face, WILL BE CLEAN-SHAVEN.**

Quantitative fit test (PortaCount)

Procedures

- 1) The employee shall be allowed to pick from a number of sizes (Sm. Med. Or Large) so that the facepiece is acceptable to, and correctly fits, the employee.
- 2) The employee shall be shown how to properly don the facepiece, including how it should be positioned on the face, how to set the strap tension and how to determine an acceptable fit.
- 3) The following criteria shall be used to help determine the adequacy of the facepiece fit:
 - a) Chin properly placed
 - b) Adequate strap tension, not overly tightened
 - c) Facepiece of proper size to span distance from nose to chin
 - d) Tendency of facepiece to slip
- 4) A user seal check will be performed as follows: facepiece to be held in place by hand, no straps, the employee shall seat the mask on his/her face by moving the head slowly from side-to-side and up/down. Close off the inlet opening of the face piece using a rubber plug or firehawk regulator (scba with the cylinder **valve closed**) At this time the employee takes in a slow, deep breath, collapsing the face piece slightly. Remove the hand from the facepiece and hold the breath for ten (10) seconds, if the facepiece remains slightly collapsed and no leakage of air is detected, the employee has passed the manufacturers (MSA) user seal check guidelines. **Another facepiece shall be selected and retested if the employee fails the user seal check test.**

5) Exercise regime: Prior to the commencement of the quantitative fit test, the employee shall be given a description of the fit test and the employee's responsibilities during the test procedure. The facepiece to be tested shall be worn for at least 6 minutes, (1 min. for each exercise) before the start of the quantitative fit test.

- a) Normal breathing In a normal standing position, without talking, the employee shall breathe normally.
- b) Deep breathing In a normal standing position, the employee shall breathe slowly and deeply, taking care not to hyperventilate.
- c) Turning head side to side Standing in place, the employee shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the employee can inhale at each side.
- d) Moving head up and down Standing in place, the employee shall slowly move his/her head up and down. The employee shall be instructed to inhale in the up position. (i. e., when looking toward the ceiling).
- e) Talking The employee shall talk clearly, with enough volume to be heard clearly by the test conductor. The employee can read from a prepared text or count backwards from 100.
- f) Bending over The employee shall bend at the waist as if he/she were to touch his/her toes, repeating this procedure, while breathing normally.
- g) Normal breathing In a normal standing position, without talking, the employee shall breathe normally.

Note: Upon completion of the test protocol, the employee shall be questioned by the test conductor regarding the comfort of the facepiece. If the facepiece fit has become unacceptable at any point during the test, another size mask will be tried. The facepiece shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Key Box Rapid Entry System

SOP: 300.3.10

CATEGORY: Knox Box System

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 3/99

GENERAL:

This Operation Procedure is to establish guidelines for departmental security of knox box key system.

Encoded Knox Box security systems shall be maintained in all CSFD first response units.

All locations using a Knox Box shall be flagged by address in the CAD system.

EMERGENCY RESPONSE:

Knox Box keys will be maintained in a code activated security compartment on each first response unit.

When the need for the Knox Box master key arises, the responding unit will notify dispatch to activate its knox box key release.

Dispatch will record, in the note section, any request for activation of the Knox Box Security system.

KNOX BOX CONTENTS:

Each Knox Box will contain a tagged set of keys for the given structure. Keys will be clearly marked with room number or area of the building with it controls. Master keys will be tagged "MASTER".

An inventory sheet listing keys will be placed in the Knox Box and kept up to date. The inventory list will be provided by the Business to the College Station Fire Marshal's office.

All keys in the Knox Box will be maintained on a common key ring.

RETURNING KEYS TO KNOX BOX:

Knox box keys used by the department will be checked according to the inventory list in the box before being returned to the box.

Any lost Knox Box key will be reported through channels IMMEDIATELY. The on-duty Battalion Chief will conduct an IMMEDIATE investigation into the situation.

Any lost keys will be reported to the Facility Manager and the Asst. Chief Operations IMMEDIATELY.

KNOX BOX KEY PLACEMENT:

All requests for Knox Box key installations will be routed to the Fire Prevention Division.

Fire Prevention will schedule installations with Shift Officers.

When a key is installed in a Knox Box, Fire Dispatch will be advised of the name of the business and address via radio.

Upon return to the fire station, the Station Officer will send via e-mail the following information to the Public Safety Communications Manager and the Fire Marshal:

- Name of Business
- Business Address
- Physical Location of Knox Box
- Number of Keys in Knox box
- What the keys will open

When the information is placed in the CAD the Public Safety Communications Manager will reply to the Station Officer and the Fire Marshal that the information has been entered.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Class A Foam

SOP: 300.3.20

CATEGORY: Fire Operations

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 12/99

Purpose: To provide faster knockdown of fire, to enhance firefighter safety, reduce water damage, and to prevent re-ignition.

Class A Foam is to be used on Class A type fires only. The company officer shall make the determination when to use it. Example, initial attack on structure, deep-seated fires, overhaul, protecting exposures, wild land fires and trash fires.

Procedures for Foam Operation:

1. Press red foam button. Light below will indicate unit is operating and will flash when foam is being discharged.
2. Change and set foam percentages use –the up and down arrow keys.
3. Gray button will display water flow, total water flowed, foam concentration, and total foam flowed. Push the up and down arrow keys together to reset total values.
4. To shutdown, depress the red foam button.

Proportioned Settings:

Structure fires, initial attack. 0.5%

Overhaul. 0.2%

Exposures protection. 1.0%

Wetting agent. 0.3%

System Maintenance:

Class A foam is not corrosive like Class B foams and does not require flushing the system after each use.

Do not mix other types of foam in the foam tank and/or system.

Check the oil in the foam pump gear case on the first day of each month. Refill with 30 weight non-detergent motor oil if needed.

Remove and clean the foam trainer screens on the first of each month.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Department Operations @ Buildings with Standpipe,
Sprinkler or Combination Systems SOP: 300.3.30

CATEGORY: Operational Procedures PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 04/01

SCOPE & PURPOSE:

To provide basic operational guidelines to ensure proper use of sprinkler and standpipe systems.

FIRE DEPARTMENT RESPONSE:

The communications center shall dispatch units according to established written unit response procedures.

UNIT RESPONSIBILITIES:

First arriving engine company shall:

- 1) Proceed to the front of the structure.
- 2) The officer shall establish command, **give size up report** and initiate required action.

Second arriving engine company shall:

- 1) Proceed to the water supply closest to the F.D. system connection.
- 2) Report to command the absence or presence of water flow from the system if able.
- 3) When directed, proceed to the connection laying a 5" line from water supply.
- 4) Supply system as needed or instructed using a minimum of 2- 3" lines.
- 5) Supply **Sprinkler & Combination systems** initially @ **150 PSI**.
- 6) Supply **Standpipe systems** @ **150 PSI + 5 PSI** per floor until advised differently by officer or calculated based on actual fire flows obtained. Dry systems shall be charged before any firefighting operations begin.

All subsequent units shall:

- 1) Position and/or stage apparatus as directed by policy or command.

NOTE! C.S.F.D.'s Quint shall not be used for water supply unless approved by the Incident Commander.

SUBJECT: Fire Department Operations @ Building with Standpipe, Sprinkler or Combination Systems	SOP: 300.3.30
CATEGORY:	PAGE: 2 of 2

FIREFIGHTING OPERATIONS:

- Engine crews will pull standpipe packs and connect to the system at the most strategic location to the fire.

NOTE! Some buildings may require a 3" line pulled from an engine to supply attack lines.

- Under heavy fire conditions, fire-fighting operations will begin only after the 2nd line is in place.
- In high rise situations, the Incident Commander should consider an interior command sector 2 floors below fire floor. The Incident Commander shall establish Firefighter accountability and Safety Sector as soon as possible.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

MAKO COMPRESSOR BAC-O6

SOP:

300.3.40

CATEGORY:

Equipment Operations

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 11/02

CYLINDER FILLING PRE-START CHECKLIST

1. Open side panel and check sight glass and make sure that oil level is within running limits.
2. Close all valves.
3. Switch on power and watch that oil pressure reaches 1000 psi and is maintained.
4. There are valves labeled on the control panel for the storage banks, indicating "**TO BANK**" and "**FROM BANK**". Open the valves labeled "**TO BANK**" when running the compressor and refilling the cascade system. Open the valves labeled "**FROM BANK**" when filling cylinders.

TO FILL FROM CASCADE SYSTEM

1. Open, only one cylinder labeled "**FROM BANK**".
2. Dial up pressure on regulator to 2200 for low pressure cylinders or 4500 for high pressure cylinders.
3. Insert cylinder to be filled into fill station.
4. Connect fill whip to cylinder fitting, open cylinder valve and valve on fill whip.
5. Close containment door.
6. Open fill valve on control panel, monitor outlet pressure and confirm that the cylinder is full at gauge panel.
7. Close fill valve when cylinder is full. Open containment door and close valve on fill whip and cylinder. Open bleeder valve and release any pressure left in the line.
8. When "**bank one**" has been exhausted and can no longer fill anymore bottles then close "**bank one**" and open "**bank two**".
9. Continue this process in cascade sequence.

POST FILLING OPERATION

1. After filling operation is complete, **close** all "**FROM BANKS**" and **open** all "**TO BANKS**" that need refilling. This will route air from the compressor directly to the storage cylinders, and pressure will then equalize in all storage banks. Monitor and allow the compressor to top off all storage banks to 6000 psi (compressor will shut off automatically at 6000 psi, and the high air indicator light will come on).
2. When all storage banks are full, close all valves on panel. Shut off power switch.
3. **DO NOT OVERTIGHTEN VALVES! ONLY LIGHT PRESSURE IS NEEDED.**
4. **IMPORTANT: DIAL REGULATOR BACK TO ZERO.**

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Evacuation Procedures

SOP: 300.3.50

CATEGORY: Operations

PAGE: 1 of 2

APPROVED BY:



Chief, Fire Department

DATE: 04/01

Purpose:

The intent of this SOP is to help make evacuation as easy as possible on those who are inconvenienced during the emergency. The need to leave their place of residence or business until the emergency is over is confusing and stressful. Better dissemination of information will keep the evacuees informed as the emergency progresses or concludes.

Decision to Evacuate:

The decision to evacuate an area due to a public safety emergency will be made by the on scene Incident Commander. Once the decision to evacuate is made, the next decision that must be made are the areas that need to be evacuated first. The Incident Commander must divide the evacuation area into zones. The zones will be identified as follows:

- 1) Immediate Evacuation
- 2) Secondary Evacuation
- 3) Possible Evacuation

Once the decision is made to evacuate, several decisions must be made for the evacuation to be successful; these decision points are listed below:

- 1) How to notify those affected by the evacuation?
 - a) Emergency Broadcast System
 - b) Door to Door Notification
- 2) How will they be evacuated?
 - a) Private Vehicles
 - b) Walk out to staging areas
 - c) Public Transportation

Cont.

- 3) Where do evacuees need to go for further information?
 - a) Staging areas for shelter assignment and information.
- 4) Which shelters are open?

Information is Critical:

When you ask someone to evacuate many questions will go through their minds. The amount of time emergency personnel can spend with each evacuee is limited. The best way to speed the process is to give the evacuees a printed standardized information card that follows an all hazards approach. Below is an example of the evacuation card.

<p align="center">City of College Station Emergency Management Division You are Requested to Evacuate to a Place of Safety Do not waste valuable time only bring essentials Take necessary medications with you. Take your wallet, identification, checkbook, credit cards and purse with you Bring a Change of Clothing and Toiletries Bring essentials for your Baby Turn off your Air Conditioner or Heater Take your pets with you Follow evacuation routes as directed by Fire or Police Officials Report to a temporary staging area for additional information as directed by Fire or Police Officials</p>
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Temporary Staging Areas:

Temporary evacuee staging areas must be staffed with emergency personnel to give the evacuees additional information on the emergency situation and the location of shelters.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Aerial Operations

SOP: 300.4.10

CATEGORY: Aerial Apparatus Set Up

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Aerial Apparatus Set Up

The purpose of this procedure is to minimize the time necessary to place an aerial apparatus into operation for rescue or master stream operation.

Any personnel operating on an elevated aerial device will wear full protective equipment (**SOP 300.04**) and a ladder belt. Once personnel are in position on the aerial ladder the ladder belt will be secured to a rung or handrail.

Elevated Aerial Operations- Non Master Stream

1. The Ladder Officer should quickly size-up the scene upon arrival to ensure that the apparatus is placed in the most advantageous position.

NOTE: The most desirable position would be off one corner of the structure. This allows the aerial to access two sides of the structure. Building corners are more stable and less likely to collapse. The Ladder Officer should also consider having the apparatus backed into position as the safest configuration for aerial operations with the aerial device operating toward the rear of the apparatus.

2. Once the apparatus is parked, the Driver will activate the aerial ladder power and/or engage the pump.
3. Upon exiting the apparatus, the Driver will proceed to the rear of the unit and operate the left and right side stabilizers. The up-slope outrigger will be positioned first, then the down-slope outrigger.

NOTE: A forward down-slope in excess of 4 degrees is too severe for aerial operations. Apparatus must be repositioned before safe aerial set up can be accomplished.

4. Upon exiting the apparatus, the Firefighter I will place the left and right side stabilizer pads in position and assist the Driver as required.
5. If required, the Firefighter I will assist the Driver/Engineer in setting the apparatus stabilizers.
6. Upon exiting the apparatus, the Ladder Officer will make a more thorough evaluation of the scene to determine the position to which the aerial device will be raised.

Cont.

7. In order to assist in positioning the aerial device, the Ladder Officer will assume a favorable vantage point to the side of the apparatus and act as a spotter for the driver.

NOTE: Direct line of sight must be maintained between the Ladder Officer and the aerial operator. Radio communications are definitely preferred, but if radio communications can not be used between the Ladder Officer and the aerial operator, standard hand signals, as adopted by the department, will be used.

8. Once the apparatus is stabilized, the Driver will mount the turntable and elevate the aerial device to the desired position.
9. Once the apparatus is stabilized, the Firefighter I will mount the turntable in preparation of climbing the aerial once it is in position.
10. Once the aerial device is in position, the Ladder Officer will mount the turntable and follow the Firefighter I, if required.

Elevated Aerial Operations- Master Stream

1. The Ladder Officer should quickly size-up the scene upon arrival to ensure the apparatus is placed in the most advantageous position.

NOTE: The most desirable position would be off one corner of the structure. This allows the aerial to access two sides of the structure. Building corners are more stable and less likely to collapse. The Ladder Officer should also consider having the apparatus backed into position as the safest configuration for aerial operations with the aerial device operating toward the rear of the apparatus.

2. Once the apparatus is parked, the Driver will activate the aerial ladder power and engage the pump.
3. Upon exiting the apparatus, the Driver will place the left side stabilizer pad and proceed to the rear of the unit and operate the left and right side stabilizers.
4. Upon exiting the apparatus, the Firefighter I will proceed to take the supply line to the pump connections. Once the connections are made, the Firefighter will stand by to assist the Driver or Ladder Officer as required.
5. Upon exiting the apparatus, the Ladder Officer will place the right stabilizer pad and assist the Driver as required.
6. Once the apparatus is in a stable configuration, the Driver will move to the pump panel and operate the pump and aerial device as needed.
7. Once the apparatus is in a stable configuration, the Ladder Officer will assume a favorable vantage point to direct the master stream delivery.

NOTE: Direct line of sight must be maintained between the Ladder Officer and the aerial operator. Radio communications are definitely preferred, but if radio communications can not be used between the Ladder Officer and the aerial operator, standard hand signals, as adopted by the department, will be used.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Aerial Operations

SOP: 300.4.20

CATEGORY: Standard Hand Signals for Aerial Apparatus Spotting **PAGE:** 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 3/99

The purpose of the standard hand signals is for all employees to have the same knowledge and use the same hand signals in order to assist when a fire department aerial device is placed in elevated operation.

Personnel operating an aerial apparatus often require assistance to accurately spot the ladder tip. The operator and the person directing the spotting can be a very effective, safe team if communication is accurate.

Radio communication is preferred, but if the situation arises where radio communication is not possible, we must resort to standard hand signals.

These signals are based on recommendations from the American Crane Safety Association and the American National Standards Institute Standard 30.B..

General Guidelines

1. The operator and spotter should make sure they both know and understand the hand signals before beginning the operation.
2. Have only one signal person (spotter). More than one person giving signals will confuse the operator.
3. A clear line of sight must be maintained between the spotter and the operator.
4. The spotter should always watch the ladder tip. The operator will be watching the spotter.
5. **When a ladder crew is in a situation where hand signals are necessary, all movements of the aerial device should be very slow and deliberate.**

Standard Hand Signals

1. **Raise Ladder** - Arm extended with fingers closed and thumb pointing upward. Arm can be moved up and down but should not move below shoulder level.
2. **Lower Ladder** - Arm extended with fingers closed and thumb pointing downward. Arm can be moved up and down but should not move above shoulder level.
3. **Stop** - Arm extended with hand open and palm down.
4. **Emergency Stop** - Arm extended with hand open and palm down. Move rigidly side to side.
5. **Rotate Ladder** - Point with forefinger in direction of required rotation.
6. **Extend Ladder** - The arm away from the operator is extended in the same direction and at approximately the same angle as the aerial ladder with the forefinger pointed at the ladder tip.

7. **Retract Ladder** - The arm toward the operator is extended horizontally, parallel to the ground, the operator with the forefinger pointed at the operator.
8. **Move Slowly** - Use one hand to give any motion signal and place the other hand in front of the hand giving the motion signal. As stated above under “General Guidelines”, **when a ladder crew is in a situation where hand signals are necessary, all movements of the aerial device should be very slow and deliberate.**

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Hose Testing Procedure

SOP: 300.5.10

CATEGORY:

PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 04/00

Scope & Purpose

Hose testing is performed to ensure that the hose used meets service pressures and to identify any deficiencies/defects. Hose testing shall be performed annually and the information accurately documented.

Supplies Needed

Pumper Apparatus
Black Marker/Pen
2 ½" – 5" storz adapter
Hose Testing Record
Stop watch or other timing device

Criteria for testing hose

- Hose length shall not exceed 300'.
- Hose length shall be of the same diameter.
- Test pressure for all double jacketed hose will be 300 PSI.
- Test pressure for 5" hose will be 150 PSI.
- Test shall be conducted for a period of 5 minutes at the required pressure.
- If hose fails test for any reason, the hose shall be tagged and removed from service.
- If test is stopped due to a failed hose, remove the failed section and start the test over.
- After the test, hose and couplings shall be thoroughly inspected for any damage, coupling slippage, etc.
- All double-jacketed hose shall be cleaned and dried before reloading onto apparatus.
- Large Diameter Hose (LDH) can be cleaned and wiped down and then reloaded onto apparatus.

Testing Procedure for Double-Jacketed Hose

- Connect apparatus to water supply.
- Stretch the hose line out in one length not to exceed 300’.
- Attach one end of the hose to a pump discharge and attach a shutoff device at the other end of the hose.
- Make sure all couplings are tight and a line is drawn on the hose at the point it makes contact with the coupling.
- Try to flow the line in a manner that the hose testing area remains dry.
- After the line has been shut off, increase the pump pressure to the required PSI.
- When the pump is set at the required pressure the time will start.
- After the test is complete, decrease the pump pressure, open the shut off and flow water to cool the pump.
- Drain the hose of all water and check the couplings for any sign of separation from the hose.
- Roll up hose to be cleaned and dried before being placed back on the apparatus.
- Disconnect apparatus from water supply.

Steps for testing Large Diameter Hose (LDH)

- Attach apparatus to water supply.
- Stretch the hose line out in one length not to exceed 300’.
- Connect one end to the pumper discharge using a 3” line and the required adapter and the other end to a shutoff device.
- Make sure all couplings are tight and a line is drawn on the hose at the point it makes contact with the coupling.
- Flow water through the line at approximately 50 PSI until all air has been displaced and shut off.
- After the line has been shut off, increase the pump pressure to the required PSI.
- When the pump is set at the required pressure the time will start.
- After the test is complete, decrease the pump pressure, open the shut off and flow water to cool the pump.
- Drain the hose of all water and check the couplings for any signs of separation from the hose.
- Record the hose information on form (see attached) and forward to “C” Shift-Station#2 Lt.
- Disconnect apparatus from hydrant.
- Clean, wipe dry, and reload hose back onto apparatus.

Personnel Safety

Safety is of the utmost importance when hose is being tested. Personnel shall wear their boots, leather work gloves, helmet, and eye protection when working with and handling the hose. All personnel (except the pump operator) shall stand well away from the hose while it is being tested. No hose line shall be connected to a discharge on the pump panel next to the operator.

Hose Testing Record Form is page 3.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Equipment Inventory Procedures

SOP: 300.5.20

CATEGORY: Operations

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 04/01

SCOPE & PURPOSE

To maintain accurate records pertaining to equipment purchased for the Fire Department and to provide a means for tracking the equipment's location.

Criteria for Inventorying Equipment Purchases:

1. Any equipment with a dollar amount above \$250.00
2. Inventory number required for record keeping purposes
3. Special equipment requiring inventory tracking
4. Administrative request for inventory number

Procedure:

1. Fill out inventory number request form completely
2. Send form to Station 2 "C" shift Lieutenant
3. A number will then be issued and engraved or painted in an area that is easily seen if possible
4. Hard copy of paperwork will be kept on file as backup and for reference

Note! Equipment shall be inventoried prior to being placed in service.

Tracking of equipment:

There will be times when equipment will be moved around due to new purchases, maintenance, etc.. When any equipment is moved an inventory form must be forwarded so the equipment location can be changed and updated in the inventory system.

SUBJECT: Equipment Inventory Procedures
CATEGORY:

SOP: 300.5.20
PAGE: 2 of 2

**COLLEGE STATION FIRE DEPARTMENT
INVENTORY NUMBER REQUEST FORM**

REQUEST is FOR:

New purchase _____ Status/location Change _____ Dropped from Inventory _____

DATE PURCHASED: _____

ITEM PURCHASED: _____

BRAND/MAKE: _____

MODEL #: _____

SERIAL #: _____

VENDER: _____

P.O. # _____ **COST:** _____

LOCATION/PERSON OF ISSUED EQUIPMENT: _____

COMMENTS: _____

SUBMITTED BY: _____

INFORMATION ENTERED

BY: _____ **DATE:** _____

NUMBER ISSUED: _____

PLEASE FORWARD TO "C" SHIFT, STATION 2 LIEUTENANT

EMS PROCEDURES

Section 400

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Incident Reporting

SOP: 400.1.10

CATEGORY: Emergency Medical Incidents

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Purpose:

To specify the requirement for the proper documentation of Emergency Medical calls.

Responsibilities:

It is the responsibility of the Company Officer and the In-Charge Paramedic to insure the accurate and timely documentation of Emergency Medical calls.

Procedure:

COLLECTION OF DATA:

On scene data will be collected by the Company Officer and/or the In-Charge Paramedic.

COMPLETION OF EMS REPORTS:

The EMS report will be completed and submitted by the In-Charge Paramedic, or in the case where no ambulance is on the scene, by the Company Officer.

In the cases where an engine crew is responsible for obtaining Patient Refusals, the Company Officer will be responsible for that portion of EMS reporting to include computer entry if required. The Company Officer and the Paramedic will agree on the total number of patients before EMS reports are completed.

The Patient Data Sheet will be completed as soon as possible prior to the incident being closed out. If no information is available for a particular section of the Patient Data Sheet "N/A" will be entered.

COMPANY OFFICER VERIFICATION:

All EMS Activity reports will be reviewed and verified for completeness by the Station Officer. Reports will be verified by Station Officers signature placed at the top of the Patient Data Form next to the call number. On-duty Station Officers will review and verify reports compiled by EMS crews held over due to late runs.

If reports cannot be entered into the computer due to system being down or other malfunction they will be turned over to the Company Officer and held until the next shift or until they can be entered into the system. Make sure notes are adequate to allow for proper documentation of activities that can be recalled at the time the report is entered.

SUPPLY OF REPORT FORMS:

The In-Charge Paramedic and the Apparatus Operator are responsible for insuring an adequate supply of necessary forms are available on their respective apparatus.

PATIENT REFUSAL OF TREATMENT AND/OR TRANSPORTATION:

This form will be completed for all incidents where the patient is not treated or transported to a medical facility.

If the patient is treated and not transported a Patient Data Form will be completed and a Refusal of Transport will be filled out. Each blank of this form will be completed. If a section is not applicable the space will be completed with N/A.

PATIENT DATA FORM: This form will be completed for all patients treated by CSFD.

All blocks on the form will be completed. If a block of the form is not applicable N/A will be placed in the blank. Exceptions to the above are the Fluids/Medication blocks and the Cardiac Management sections. Only activities performed need be recorded.

SUPPLEMENT FORMS:**COMPUTER DATA ENTRY PROCEDURES:**

Computer data entry will be accomplished as soon as possible after return to quarters. The reports will be entered in the computer on the same shift on which they occurred. The only exception to this procedure will be if the computer system is down. In this case the reports will be entered the next shift. All input in the computer will be in accordance with CSFD procedures. Any unresolved problems encountered during data entry shall be immediately reported to the Station Officer.

Station Officer verification for computer entry will be accomplished through the following procedures.

COMPUTER EMS REPORTING FORM:

A "Supplement" report for each and every EMS response will be recorded on the EAI (OCS) computer program. A "Patient" report will be recorded for each and every patient handle by the College Station Fire Department.

Notes:

1. Alarm Time, Enroute Time, On Scene Time, Enroute To Hospital, At Hospital, Available
 - a. The computer system will input times that are entered by College Station Fire Dispatch. When College Station Fire Dispatch handles the call, the time that are pulled into the EMS reporting system should be accurate and can be utilized.
 - b. The computer system is unable to input times from calls that are handled by the Bryan Fire Dispatch or the Brazos County Dispatch. The person completing the report must contact the appropriate dispatch and directly input the correct times into the computer system
2. Narratives
 - a. "Description of Scene Upon Arrival"
 - b. "Location of Patient"
 - c. "Protocols Were Unable to Be Followed in the Following Areas and the "Reasons"
 - d. "Patient History"
 - e. "General Narrative"
 - f. The narratives should consist of all pertinent information that applies to the assessment, treatment, and transportation of the patient. It should also include any other information that could pertain to the call.
3. Saving Reports
 - a. The use of the "ESCAPE" key will cause information to be lost. The EMS Reporting System uses the "F2" key to save. Before leaving a narrative field, use the "F2"key to save the information.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Infection Control

SOP: 400.1.20

CATEGORY: Employee Responsibilities

PAGE: 1 of 1

APPROVED BY:



Chief, Fire Department

DATE: 3/99

It is the responsibility of the employee to read the Exposure Control Program for the College Station Fire Department.

It is the responsibility of the employee to notify the receiving hospital if he/she has been exposed to a patient who was transported to that facility.

- a. The "Report of Possible Exposure of Transporter" form is to be completed by the employee if there has been an exposure to a patient as listed below:
 - (1) Exposure by examination of the throat, intubation, suctioning, or mouth-to-mouth resuscitation;
 - (2) Exposure by needlestick or other penetrating puncture of the skin with a needle or other item; or
 - (3) Either a splatter of aerosol into the eye, nose, or mouth of any significant contamination of an open wound or non-intact skin with blood or body fluid.
- b. The employee is responsible for leaving the completed form in the Emergency Department in the designated location.

It is the responsibility of the employee to complete a Supervisor Report of Injury form within 72 hours of the exposure. The form will be forwarded to the Infection Control Officer.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Weekly EMS Duties

SOP: 400.2.10

CATEGORY: EMS Supplies

PAGE: 1 of 2

APPROVED BY:



Chief, Fire Department

DATE: 11/02

The following weekly duties will be performed by personnel on all vehicles that carry EMS supplies:

All empty oxygen cylinders' are to be taken to station 2 and replaced as needed. Empty cylinders should be placed in the proper location in the oxygen cage at station 2 to prevent re-use, until filled.

Nitrous Oxide cylinder's are to be considered a one time use cylinder. Once used on a patient the cylinder should then be exchanged at station 2. Place the empty cylinder in the proper location in the cage to ensure that the cylinder is not used again until it is re-filled.

Wednesday

1. All personnel will inventory their unit with the appropriate inventory form for their unit.
2. All medicine that have an expiration date of thirty (30) days or less from the printed expiration date on the package or the medication itself, will be traded out with the replacement stock located at station 2 or at College Station Medical Center. All expiring medicines that cannot be immediately traded out at either station 2 or C.S.M.C. shall be tagged with an obvious note stating the expiration date so that the oncoming crew can attempt to replace the expiring/expired medication.
3. After inventory, stock the unit from the EMS supply cabinet located at your station. If items are not in the cabinet, fill out an EMS Supply Order Form and place it in the file box located in the EMS supply closet so that the on coming A-shift personnel can fill the order.
4. Medicines are the only items that need to be traded out. All other EMS items can remain until expiration.

Thursday

1. The on shift personnel will inventory the EMS supply cabinet (every Thursday, regardless of the shift on duty) using the cabinet inventory form located inside the EMS cabinet order form binder.
2. An EMS Supply Order Form will be filled out and forwarded to the individual on A-Shift responsible for the station EMS supplies so that the order will be filled and the stock replaced.
3. The order will be filled and supplies will be forwarded to the appropriate station.
4. The only supply cabinet that **will not** be inventoried every Thursday is the supply cabinet at station 4 due to the fact that this cabinet is to be considered the main supply cabinet for the fire department.

Friday

All oxygen and nitrous oxide bottles will be picked up from the company that is contracted to handle our refills. These bottles will be returned to the oxygen storage area in the bay at station 2.

Supplies will be distributed only after an EMS Supply Order Form is submitted. Supplies will be ordered and filled for each station on "A" shift. The inventory forms are for inventory only, not for ordering supplies or documenting items used on a call. The usage forms are to be forwarded to "A" Shift, so that the supply cabinet can be brought back up the minimum number according to the supply cabinet inventory form. The laminated forms at the stations can be used to track the supplies removed from the supply cabinet to track a full shift, thus avoiding using a new sheet everytime supplies are removed from the cabinet.. The "Supply Usage" form should be filled out and sent with the report for every call. Regardless if there was a patient transported or not. The usage form also aids in the tracking of EMS supplies used on every call .

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: EMS Supply Usage

SOP: 400.2.20

CATEGORY: EMS Inventory

PAGE: 1 of 1

APPROVED BY:



Chief, Fire Department

DATE: 11/02

Supply Usage

1. Any time an EMS Supply item is used; an "EMS Usage Form" will be completed and turned in. Each unit, whether ambulance, engine or ladder will complete a "EMS Usage form" anytime any EMS supply item is used off of that unit.
2. Units will be restocked as soon as possible after a call from the supply cabinet at the station that unit is assigned. And a EMS cabinet order form will be filled out for documentation of the supplies removed from the EMS supply cabinet.
3. The crew assigned to that unit will be responsible for restocking the unit, and will complete the form.
4. The completed "EMS Usage form" will be attached to the "Patient Data Sheet" or the "Refusal Form".
5. The "EMS Usage Form" has a place to indicate where the item was replaced from. All items are replaced from the station supply cabinet.
6. All items will be replaced from the station EMS supply cabinet. Drugs may be replaced from the drug supply cabinet at station 2 or from the drug supply cabinet located at College Station Medical Center.
7. Anytime you are unable to restock an item at the hospital, note the reason why in the in the comment section on the back of the "EMS Usage Form". If you are unable to restock an item from the hospital and the station supply, note this in the comment section.
8. All items, besides controlled medications, will be available from the station supply. An effort should be made to replace the items as soon as possible to bring the unit back into compliance for inventory purposes due to the possibility of spot inspections from the Texas Department of Health.
9. After restocking is done, a completed "EMS Usage Form" must be signed by the responsible person indicating that they did complete the task.
10. Also after completion of restocking a supply usage form will be filled out indicating what, and the amount of product that was removed from the station EMS supply cabinet and placed in the appropriate shift folder in the EMS supply cabinet. This is to be done in order to facilitate in the restocking of the supply cabinet on the following "A" shift.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Medical Waste Removal and Management SOP: 400.2.30

CATEGORY: Medical Waste

PAGE: 1 of 2

APPROVED BY:



Chief, Fire Department

DATE: 3/99

Medical waste that is collected and stored at any fire department facility or unit will follow the guidelines listed below for proper storage and removal.

1. Collection of medical waste stored on Fire/EMS units
 - a) All "non-sharp" medical waste will be placed in the designated medical waste container with a red Bio-Hazardous liner bag. Medical waste containers will never be used without the proper liners.
 - b) Extra Bio-Hazardous liners will be carried on every unit that carries medical equipment for providing patient care.
 - c) All "sharps" medical waste will be placed in an approved sharps waste container. "Sharps" medical waste will never be placed directly in a standard Bio-Hazardous waste bag or container without being in a approved sharps container.
2. Disposing of medical waste that is collected on Fire/EMS units or at Fire Stations.
 - a) "Non-Sharp" medical waste or "sharp" containers will be placed in one of the Bulk Bio/Medical collection waste containers located at every Fire Station when removed from unit.
 - b) "Sharp" containers will be closed and red Bio-Hazardous bags will be tied off, before placing in waste container.
 - c) Fire Department personnel will wear disposal gloves at all times when disposing or handling medical waste or containers.

3. Maintenance and care of Bulk Medical collection waste containers.
 - a) Bulk medical waste containers will be located at every Fire Station.
 - b) Waste containers will be located at least 3" inches off the ground at all times.
 - c) Bulk medical waste containers will be properly marked and protected against rain, water, or contact by unauthorized personnel.
 - d) At least one extra bulk medical waste container will be located at each Fire Station.
 - e) Extra bulk medical waste containers can be requested from the Public Services Department. (764-3691)
4. Disposal of Bulk Medical waste containers.
 - a) Bulk waste containers will be collected on Tuesday once a month from the medical collection service.
 - b) Early pickup can be requested by contacting the Public Services Department. (764-3691)
 - c) Extra bulk medical waste containers can be requested from the Public Services Department. (764-3691)

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Medication Exchange and Replacement

SOP: 400.3.10

CATEGORY: EMS Procedures

PAGE: 1 of 4

APPROVED BY:



Chief, Fire Department

DATE: 11/02

Definitions:

Medication refers to any medication in ampule, tube, pre-filled syringe form, or vial; fluid; or premixed drip. Medication does not refer to sterile water or saline, alcohol or iodine preps, vacutainers, or other non-medicinal supplies.

Exchange refers to any medications that are within expiration date and/or damage that is being traded for a new dose.

Replacement refers to any medication that has been used on a patient and is being obtained from the medication supply cabinet located at station 2 or at College Station Medical Center to be replaced in CSFD inventory.

Medication List:

A list of the drugs in the ambulance must be present and within easy access inside the ambulance, according to Texas Department of Health guidelines. The list will be kept in the protocol book. This list will be approved or changed only with approval of the Medical Director.

Medication Check:

All medication will be checked in accordance with SOP 400.3.20.

Medication Usage:

Nitrous Oxide (NitroNox) is the only multiple use medication used by College Station Fire Department. Nitroglycerin tablets are also considered a multi use medication. Once the bottle is opened a piece of tape should be placed over the cap and labeled with the date the bottle was originally opened for use. This date is now to be considered a expiration date and the medication will be replaced within thirty (30) days. All other medications are single use medications. If a dose is used and there is medication left over, the unused portion will be given to the ER Nurse that accepts the patient. For example, if only .5 mg of atropine is used the rest of the medication will be given to the receiving nurse that sign's for the patient. The wasting of morphine, valium and/or nubain is found on pages 3 and 4 under the Controlled Medication section for each medication.

Exchange Of Medications That Are Not Controlled

A. Due to Expiration Date

When medications are within 30 days from expiration, the medications shall be exchanged at either fire station #2 or from the drug locker located at College Station Medical Center. The expired drug/drugs should be placed in the bin labeled, expired medication, located in the locker. The requisition form shall be forwarded to the EMS Coordinator. If the medication has a expiration date printed on the package that is printed with just the month and year of expiration, then it will be considered to expire on the first day of the month printed.

B. Due to Damage

When medications are damaged, contact the EMS Coordinator or Assistant Fire Chief to obtain a new medication. Medication that is damaged will be forwarded to the EMS Coordinator with a note indicating why the medication was damaged.

Exchange Of Medications That Are Not Controlled

When medications are within thirty (30) days from expiration and/or damaged, the medications shall be exchanged from the drug cabinet at station 2 or the drug cabinet located at College Station Medical Center. The requisition form shall be forwarded to the EMS Coordinator.

Medication List:

A list of all medications will be carried on all units as part of the inventory form.

Controlled Medications

Controlled Medication List:

Morphine (Morphine Sulfate), Versed (Midazolam) and Nubain (Nalbuphine) are considered by the College Station Fire Department to be Controlled Medications.

Versed and Nubain

Versed and Nubain Usage:

After a patient has been administered Versed and/or Nubain, the remaining Versed and/or Nubain must go to the hospital. At the hospital, the paramedic will have a Hospital Nurse witness the wasting of the extra Versed and/or Nubain. The wasting of Valium and/or Nubain consists of having an ER Nurse witness that the container was emptied into a sink and flushed with water. This will be documented on the Controlled Medication Usage Form.

Controlled Drug Usage Form:

Upon using Versed and/or Nubain, the Controlled Drug Usage Form will be completed. A copy of this form is found on page 4 of this SOP. This form is triplicate and the parts will be left as follows:

- Pink - with receiving hospital
- Yellow - forwarded to EMS Coordinator
- White - attached to run report

Replacement of Versed and Nubain:

When Versed and/or Nubain has been administered to a patient it is to be replaced from the lock box located at College Station Medical Center.

Morphine

Storage:

Morphine is stored in a locker at Columbia Medical Center. The keys are kept within the hospital's computerized dispensing system (currently Pixis). College Station Fire Department can only obtain Morphine from this locker at CSMC. Morphine cannot be obtained through the Pharmacy or Emergency Department.

Morphine Replacement:

When a paramedic removes Morphine from the locker, the removal must be witnessed by a Columbia Medical Center Nurse. The paramedic and Nurse must complete the Morphine Accountability Form that is located in the locker. If the patient has been transported to any emergency department other than CSMC, the ambulance must then go to CSMC to replace the Morphine.

Morphine Usage:

After a patient has been administered Morphine, the remaining Morphine must go to the hospital. At the hospital, the paramedic will have a Hospital Nurse witness the wasting of the extra Morphine. This will be documented on the Controlled Medication Usage Form. Upon using Morphine, the Controlled Drug Usage Form will be completed. A copy of this form is found on page 4 of this SOP. This form is triplicate and the parts will be left as follows:

- Pink -placed in the locker when the replacement Morphine is obtained
- Yellow - forwarded to EMS Coordinator
- White - attached to run report

Damaged or Expired Morphine:

Certain rules apply to Morphine that has been damaged or expired. Under no circumstance can Morphine be destroyed by the College Station Fire Department or either hospital. In the case of damage and/or expiration, the Morphine will be labeled as damaged and/or expired, bagged and then placed in the locker at CSMC. A memo will be forwarded to the EMS Coordinator as to why and when the Morphine was placed in the locker.

**College Station Fire Department
Emergency Medical Service
Controlled Drug Usage Form**

Call Number: _____

Date: _____

Time: _____

Name of Patient:

Name of Drug: Versed Morphine Nubain (Circle One)

How Ordered: Protocol Physician's Order (Circle One)

Amount Administered: _____

Amount Destroyed: _____ Witness:

Paramedic Signature:

Physician Signature:

(Only if given by direct orders of this Physician)

White: Call Report

• • • • •
Yellow: Medical Director

Pink: Hospital

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Medication Exchange and Replacement

SOP: 400.3.10

CATEGORY: EMS Procedures

PAGE: 1 of 4

APPROVED BY:



Chief, Fire Department

DATE: 11/02

Definitions:

Medication refers to any medication in ampule, tube, pre-filled syringe form, or vial; fluid; or premixed drip. Medication does not refer to sterile water or saline, alcohol or iodine preps, vacutainers, or other non-medicinal supplies.

Exchange refers to any medications that are within expiration date and/or damage that is being traded for a new dose.

Replacement refers to any medication that has been used on a patient and is being obtained from the medication supply cabinet located at station 2 or at College Station Medical Center to be replaced in CSFD inventory.

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A list of the drugs in the ambulance must be present and within easy access inside the ambulance, according to Texas Department of Health guidelines. The list will be kept in the protocol book. This list will be approved or changed only with approval of the Medical Director.

Medication Check:

All medication will be checked in accordance with SOP 400.3.20.

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**College Station Fire Department
Emergency Medical Service
Controlled Drug Usage Form**

Call Number: _____

Date: _____

Time: _____

Name of Patient:

Name of Drug: Versed Morphine Nubain (Circle One)

How Ordered: Protocol Physician's Order (Circle One)

Amount Administered: _____

Amount Destroyed: _____ Witness:

Paramedic Signature:

Physician Signature:

(Only if given by direct orders of this Physician)

White: Call Report

• • • • • • •
Yellow: Medical Director

Pink: Hospital

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: EMS Clinical Procedures

SOP: 400.4.10

CATEGORY: EMS Procedures

PAGE: 1 of 3

APPROVED BY:



Chief, Fire Department

DATE: 3/99

I. Definitions

1. Student refers to any person that rides on a CSFD ambulance for training and/or observation as part of an EMS training program.
2. Nurse refers to a nurse who is actively employed by a local medical facility.
3. Rider refers to a generic name for both Students and Nurses.

II. Infection Control

1. Infection Control Training

- a) Before any person can be placed on an ambulance, that person must have completed a CSFD approved infection control class.
- b) An approved class can be Silent War (or equivalent), and OSHA approved class, or any substitute class that meets the approval of CSFD.

2. Exposure

- a) In the event an exposure occurs, the student will immediately notify the EMS personnel in charge.
- b) Students must follow the CSFD policies related to exposure and post-exposure handling. This includes the completion of all necessary paperwork.

3. Contaminated Materials

- a) Contaminated materials (clothing, stethoscopes, etc.) will not be taken off CSFD property before proper decontamination procedures are completed.

III. Responsibilities of Course Coordinators

1. Scheduling

- a) The Course Coordinator or that school's Clinical Coordinator will handle all scheduling for their students. The intended purpose is to have a single central contact person.
- b) Scheduling is done on a first come first serve basis. Priority is given to CSFD personnel only.
- c) Scheduling can be done through the Battalion Chief or his/her designate by contacting 764-3702.
- d) Scheduling of multiple persons must be done in writing. Minor changes can be made by contacting a CSFD officer by phone.
- e) No riders will be scheduled to ride-out after midnight.
- f) No riders will be admitted at 22:00 hours (10 p.m.).

2. Approved Paperwork

- a) Course Coordinators must have a current agreement between their agency and College Station Fire Department before a student can be scheduled.
- b) Course Coordinators must provide proof of valid liability insurance for each student prior to scheduling. A copy of the insurance facesheet and a course roster is sufficient. If an individual student has another source of insurance, documentation of proof of insurance must be provided to the College Station Fire Department.
- c) The student must have a copy of specific skills they are to perform with them while they are doing ride-outs. Basic skills can be signed off the Course Coordinator. Advanced skills (including PASG, AED, Inhaler, Nebulizer and EpiPen) must be signed off by the Medical Director for the course.

Responsibilities of Course Coordinators (continued)

3. Availability

- a) The Course Coordinator or the Course Coordinator's designee must be available for contact at all times by the College Station Fire Department to discuss scheduling and/or other problems that arise.
- b) Some of the problems that may occur need immediate attention (i.e. poor behavior, exposures). The College Station Fire Department requires the ability to contact the Course Coordinator or designate as soon as possible.

IV. Responsibilities of the Rider

1. Clothing

- a) All riders must present a professional appearance while riding with CSFD.
- b) As a general rule, riders must wear a white collared shirt, dark pants, and a name tag at all times. Non-faded black jeans are acceptable.
- c) Exceptions to this dress code are as follows:
 - 1) Fire and EMS uniforms may be worn as long as the shirts are not dark blue or black. The uniform shirts must not resemble CSFD uniforms.
 - 2) Nurses may wear clothing as allowed under their employer's dress code (i.e. scrubs).
- d) Name tags must be worn at all times. Student name tags must have name, school and student level (EMT Student, Paramedic Student, etc.)
- e) No open toe style shoe may be worn. Boots are preferred but tennis shoes are allowed if neat, clean, and in good shape.
- f) A spare change of clothing must be brought in case of contamination. Any type spare clothing may be worn while decontamination occurs.

2. Meals

- a) Riders must make provisions for their own meals. Riders will not be allowed to leave for meals unless with the ambulance crew.
- b) Riders may join in with the shift on any planned meal. Do not plan on this because each shift varies due to personnel, duties, and calls.

3. Sleeping Arrangements

- a) No rider will be scheduled to stay the night. The Battalion Chief can decide to allow the rider to spend the night dependent on the availability of beds.
- b) Riders must provide their own linens (pillow, pillow case, sheets and blanket). Sleeping bags are acceptable. It is highly recommended that a heavy blanket be brought.
- c) The rider will check with the ambulance crew they are assigned as to which beds are available.
- d) No sleeping is allowed before 17:00 (5:00 PM) except on weekends. This is a department policy.
- e) Anything that disturbs the sleep of shift personnel (alarm clocks, radios, etc.) is not allowed.

4. Attendance

- a) Rider will report to the assigned station fifteen minutes prior to the scheduled time.
- b) If the rider is going to be late or not going to be in for the assigned time period, the rider must contact a CSFD officer at 764-3702.
- c) A rider that is late twice, or fails to notify the appropriate officer of tardiness or inability to make that scheduled time, will not be allowed to ride at CSFD.
- d) The Course Coordinator of a student will be notified of any tardiness and/or inability to attend scheduled times by the Battalion Chief or his/her designee.
- e) No rider will be admitted after 22:00 hours (10:00 PM).
- f) Based on the availability of beds and at the discretion of the Battalion Chief, the student may stay the night.
- g) Riders that stay past midnight must stay until 07:00 unless prior approval has been made with the Battalion Chief of the affected shift.

5. Responsibilities on Emergency Calls

- a) Riders are to make all ambulance runs during their scheduled time period. The ambulance crews will not wait for the rider to get on the ambulance for a run. If the rider is not ready, the crew will leave without them.
- b) Riders that are observers may not participate in patient care.

Responsibilities on Emergency Calls (continued)

- c) When reporting for duty, the student shall inform the ambulance crew as to the skill level of the class (EMT-Basic, Intermediate or Paramedic) and which procedures have been approved for that student to perform by the course coordinator and applicable medical director. The student may then perform skills to this level.
- d) **Under no circumstance will a student be in charge of patient care.** Students may perform skills only under the direction of the paramedic in charge of patient care. Students will not initiate a skill or treatment except under the direction of the paramedic.
- e) Riders may ask questions at the appropriate time, which is most often at the hospital or the station.
- f) During fire ground operations, the paramedics may get involved with related activities. At his time, riders will report to the command post. At no time will a rider engage in any fire ground activity.

6. Confidentiality

- a) All patient information including patient name, address and the care of the patient is confidential and is to be treated as such.
- b) Keep information relating to patients confidential. Patients may be discussed with hospital staff, EMS personnel, preceptors, or classroom discussions as long as the patient's name, address, and other personal information is not disclosed. This is for educational purposes only. Students are not allowed to speak to other students, co-workers, layperson's, patients, patient family members, or ancillary personnel about any patient's condition, treatment, or demographic information.
- c) Students are not allowed to contact any patient and discuss his/her medical treatment or any other patient's medical treatment.

V. Responsibilities of the Ambulance Crew

- 1. The paramedic assigned to the ambulance may, at his/her discretion, allow an EMT-Intermediate or EMT-Paramedic student to perform advanced procedures. The student must realize that this is at the discretion of the paramedic in charge of patient care and not a requirement.
- 2. At no time will the paramedic in charge allow educational opportunities to interfere with or supersede patient care.
- 3. The ambulance crew will give the rider a tour of the ambulance including Infection Control requirements.
- 4. The ambulance crew will assist the rider by answering questions at the appropriate time.
- 5. The ambulance crew will notify the shift officer of any exposure or contamination of a rider.

VI. Responsibilities of the Battalion Chief

- 1. The Battalion Chief has the responsibility for all personnel working during that shift. The Battalion Chief has the authority to do whatever necessary to maintain order on that shift. This includes counseling and/or sending a rider home.
- 2. The Battalion Chief will contact the course coordinator to advise of the problem and to resolve the situation as soon as possible after incident occurs.
- 3. The Battalion Chief will notify the Assistant Chief in writing of any problems that occur regarding riders.
- 4. The Battalion Chief and/or the Assistant Chief will contact the course Coordinator to discuss the future of the rider using CSFD as a clinical site.

VII. Visitor Waivers

- 1. A "Visitor Waiver of Claims and Written Assumption of Risks" must be completed by a rider before the first ride-out begins.
- 2. The waiver can be obtained beforehand from CSFD, or at the beginning of the ride-out period from the CSFD Station Officer.
- 3. Rider Waivers that are completed ahead of time can be sent to the CSFD EMS Coordinator, address:
EMS Coordinator
College Station Fire Department
1207 Texas Avenue South
College Station, TX 77840

VEHICLE PROCEDURES

Section 500

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Responding Vehicles

SOP: 500.1.10

CATEGORY: Emergency Response Operations

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

To assist the operator of a fire department vehicle during assignments that may require emergency response.

GENERAL:

During any emergency response it must be kept foremost in the mind of the driver that safety of the response vehicle crew and the public are top priority.

OPERATING PROCEDURES/EMERGENCY DRIVING REGULATIONS

1. Always consider weather and road conditions when determining operating speed of a vehicle.
2. Fire department vehicles responding emergency traffic will not exceed 10 miles per hour over the posted speed limit. Per City Ordinance, in the Northgate area, vehicles will not exceed the posted speed limits(Ladder trucks should be operated at speed less than posted speed limits since the weight requires additional stopping distance.)
3. Fire department vehicles responding emergency traffic will not exceed the posted speed limit through a green light at an intersection.
4. Fire department vehicles responding emergency traffic will come to a complete stop at all blind intersections (an intersection without clear visibility in all directions), and at intersections which the vehicle has a red traffic light.
5. If multiple apparatus are responding to an alarm, units are to travel single file at least 150 feet apart, or at a safe distance in accordance with traffic and weather conditions.
6. Vehicles responding emergency traffic should pass other vehicles on the left at all times, allowing traffic to move to the right.
7. Upon approaching a school bus that is loading or unloading students, emergency vehicles **must** stop until the bus resumes motion, the lights stop flashing, or the bus driver signals the emergency apparatus to proceed. School Zone speed limits shall be strictly observed.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Department Personnel and Unit Numbering SOP: 500.2.10

CATEGORY: Unit Numbering System PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 11/02

The following personnel and unit numbering system has been adopted by the College Station Fire Department. The numbering system will allow for our units to be compatible with other units in Brazos County.

Fire Department Unit Numbering

First digit = Indicates Jurisdiction
Second digit = Indicates Type of Unit
Third digit = Indicates Station

First Digit

1 = Precinct 1 (Wellborn)
2 = Precinct 2 (Kurten)
3 = Precinct 3 (Harvey)
4 = Precinct 4 (Smetana)

6 = Bryan
7 = College Station
8 = TAMU EMS
9 = Health & Safety Office

Second Digit

0 = Chiefs/Asst
1 = Battalion Chiefs
2 = Engines
3 = Tankers
4 = Booster/Grass
5 = Trucks/Squads
6 = Ambulances
7 = Training/Services
8 = Prevention
9 = Special/Rescue

Third Digit

1 = Station 1
2 = Station 2
3 = Station 3
4 = Station 4
5 = Station 5
6 = Station 6
7 = Station 7
8 = Station 8
9 = Station 9

Unit No. Description

701 = Fire Chief
702 = Assistant Chief Operations
703 = Research & Planning
711 = Shift Battalion Chief Assigned to Station 1
712-14 = Shift ABC Off Duty Battalion Chiefs
721 = First Run Engine at Station 1
723 = First Run Engine at Station 3
724 = First Run Engine at Station 4
725 = Reserve Engine
726 = Reserve Engine
752 = First Run Engine/Ladder at Station 2

761 = First Run Ambulance at Station 1
762 = First Run Ambulance at Station 2
763 = First Run Ambulance at Station 3
764 = 3rd Run Reserve Ambulance

SUBJECT:	Fire Department Personnel and Unit Numbering	SOP: 500.2.10
CATEGORY:	Unit Numbering System	PAGE: 2 of 3

Unit No. Description

771	=	Fire Training Coordinator
772	=	EMS Training Coordinator
773	=	Public Education
774	=	Medical Director
780	=	Investigation Van
781	=	Fire Marshal
782	=	Fire Prevention Office
783	=	Fire Prevention Officer
784	=	Fire Prevention Officer
785	=	Fire Prevention Officer
786	=	Code Enforcement Officer
787	=	Code Enforcement Officer
788	=	Code Enforcement Officer
789	=	Code Enforcement Officer
790	=	Utility Truck at Station 1
791	=	Haz-Mat Trailer
794	=	ARFF Unit Station 4
795	=	ARFF Unit Reserve Station 4
796	=	ARFF Reserve
52-01	=	Parking Supervisor
52-02	=	Parking Enforcement Officer
52-03	=	Parking Enforcement Officer
52-04	=	Parking Enforcement Officer
52-05	=	Parking Enforcement Officer
52-06	=	Parking Enforcement Officer
52-06	=	Parking Enforcement Officer
52-07	=	Parking Enforcement Officer
52-08	=	Parking Enforcement Officer
52-09	=	Parking Enforcement Officer
52-10	=	Parking Enforcement Officer

Portable Hand Units

Administration Personnel and Shift Battalion Chiefs will use their designated unit numbers.

Engine Company Officers will be "L" followed by their station number.

Firefighters will use their unit number followed by "A" or "B".
This applies to engine and truck company firefighters

Ambulance Attendant will be unit number followed by "A"
Ambulance Driver will be unit number followed by "B"

Examples:

Individual radio designations for personnel on 721.

Lieutenant	=	L1
Driver/Engineer	=	721
Firefighter 1	=	721A
Firefighter 2	=	721B

Examples:

Individual radio designations for personnel on 752

Ladder Lieutenant	=	Ladder2
Driver/Engineer	=	752
Firefighter 1	=	752A
Firefighter 2	=	752B

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Vehicles

SOP: 500.3.10

CATEGORY:

Fire Pump Testing

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Requirements for annual service tests for fire pumps will follow guidelines as established by N.F.P.A. Standard 1911. Annual pump testing will be conducted every October.

TRAINING PROCEDURES

Section 600

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Student Roster **SOP:** 600.1.10

CATEGORY: Training **PAGE:** 1 of 1

APPROVED BY:

Chief, Fire Department **DATE:** 3/99

A training roster will be completed for any class that is conducted on-duty and lasts for one (1) hour or more. The training roster must be turned into the Training Coordinator.

Personnel attending a class outside of the fire department must turn in the course completion certificate along with a completed training roster to the training office upon return from the training for inclusion in the employee's file.

***FIRE PREVENTION
COMMUNITY ENAHNCEMENT***

Section 700

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Radio Procedures

SOP: 700.1.10

CATEGORY: Prevention/Community Enhancement/ Parking **PAGE:** 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Radio Channels We Use:

A. Channel 1 is Fire Admin., this is a free talking channel used primarily by Fire Administration and Code Enforcement personnel.

B. Channel 2 is Fire 1 (Primary) will be the channel primarily used to contact dispatch. Be short and to the point as to not tie up channel. (i.e., on-duty, off-duty, and calling for rotation wreckers)

C. Channel 3 is Fire 2 (Secondary) channel for contacting dispatch, this channel will be used if there is emergency traffic on Fire 1. Be short and to the point, not tying up the channel.

NOTE: Advise dispatch to go to secondary for traffic.

Radio Channels:

Group A:

Channel 1 is Fire Admin
Channel 2 is Fire Primary
Channel 3 is Fire Secondary
Channel 4 is the Sanitation Channel
Channel 5 is Building Dept.
Channel 6 is Fire Channel 3
Channel 7 is Dispatch PD/FD
Channel 8 is Utilities dispatch
Channel 9 is Dept. of Public Works
Channel 10 is Street Department
Channel 11 is direct channel 1
Channel 12 is direct channel 2
Channel 13 is Event 1
Channel 14 is Event 2
Channel 15 is PD Primary
Channel 16 is PD Secondary

Note: Use proper radio etiquette at all times. No CB jargon, and/or profanity.

Groups B & C not used by Parking.

Emergency Use:

If you are in an immediate emergency (need of a Police Officer or Medical Personnel), you can press the ORANGE button on your radio, hold it for approximately 2 seconds. This will activate an alarm in dispatch and they will be aware that you are in distress. After you have hit the button you can still transmit, attempt to give dispatch your situation and location. To reset the emergency button, turn the radio off for at least 10 seconds before turning it back on, repeat if necessary. **Note:** Due to the fact dispatch does not track Parking Officers location, they will need to know where you are located.

Advise Dispatch whether on or off duty

(i.e., 785 on-duty, or 785 off-duty)

Calling for a Rotation Wrecker:

1. Contact dispatch by radio advising them you need a rotation wrecker. Give violation, location, license plate state and/or country, license plate number, make, model and color. (i.e., 785 to College, I need rotation wrecker to the 400 block of Marion Pugh for an obstructed fire hydrant, clear to copy MVD. College will advise go ahead, then give MVD alpha - numeric by utilizing the Frenetic Alphabet, listed below.)

Note: Advise dispatch when its an out of state MVD, by giving state name first and then the alpha-numeric. (i.e., 785 to College, clear to copy an out of state MVD, College will advise go ahead, Colorado 452-CVH)

2. When wrecker arrives on scene, advise dispatch. (i.e. 785 to College, All American Wrecker is on scene).

Note: On high volume radio traffic days, (i.e. home A&M football games and bonfire) do not advise dispatch of wrecker service arrival time.)

3. When wrecker has vehicle in-tow, advise dispatch. (i.e., 785 to College, All American Wrecker has vehicle in-tow)

4. If owner arrives and moves the vehicle, advise dispatch to cancel wrecker service. (i.e., 785 to College, cancel All American Wrecker service, the owner has been located)

Phonetic Alphabet: Use this alphabet when call in a license plate, (MVD).

A - Adam

B - Boy

C - Charles

D - David

E - Edward

F - Frank

G - George

H - Henry

I - Ida Note: Only used on personalized license plates, i.e., MITCH

J - John

K - King

L - Lincoln

M - Mary

N - Nora

O - O is never used, it will be a zero

P - Paul

Q - Queen

R - Robert

S - Sam

T - Tom

U - Union

V - Victor

W - William

X - X-ray

Y - Young

Z - Zebra

(i.e., SDB-113 would be Sam-David-Boy-113, or personalized MITCH would be Mary-Ida-Tom-Charles-Henry)

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Weapons

SOP: 700.2.10

CATEGORY:

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Some College Station Fire Department personnel are required to be licensed peace officers, due to the nature of their duties. These duties require the officer to carry and /or be proficient in the use of lethal and non-lethal weapons. The use of any weapon by a peace officer imposes a grave responsibility on the part of the peace officer and the department. It is the policy of this department to provide guidance and direction through written procedures and proper training in the use of weapons. The purpose of this policy is to describe the types of weapons and ammunition used by peace officers. This policy will also describe when the weapon will be worn and under what conditions.

Weapons will only be carried after reading and understanding the Fire Department use of force policy.

I. CHEMICAL IRRITANT

- A. An officer shall carry only chemical irritant issued by the College Station Fire Dept.
- B. Issued chemical irritant will be carried any time a handgun is carried.
- C. Each officer shall receive instruction in the use of chemical irritant prior to being approved to carry it.
- D. Officers shall receive refresher instruction annually and have the expiration date of their canister checked by the fire marshal annually.

II. HANDGUNS

- A. If at any time it is necessary to wear a handgun visible during the performance of duty, the fire marshal will be notified as soon as possible.
- B. Handguns will be concealed when practical. (wearing winter coat, etc.)
- C. Fire Department badge, Police ID, and city identification will be carried any time a handgun is carried.
- D. Fire Department employees that carry a law enforcement certification but, are assigned to the suppression division will only carry a handgun when actively engaged in enforcement or investigative duties that require its use, as approved by the Fire Marshal.
- E. The department will supply standard factory first load ammunition.
- F. The handguns shall be issued by the department.
- G. All holsters shall be issued by the department.

III. TRAINING

- A. No officer shall be allowed to carry or use a weapon, unless that person has demonstrated proficiency according to College Station Police Department training standards. These qualifications will be held a minimum of one time per year.
- B. Any officer who fails to attain a qualifying score, shall attend, on duty, a block of remedial instruction and shall attempt to qualify again after said instruction. In the event an officer does not attain a qualifying score within two weeks after failing to qualify, he shall:
 - 1. be reassigned to duties not requiring the use of a weapon.
 - 2. be given the opportunity, on a voluntary basis, to receive additional instruction and qualify with the weapon on his off duty time within (2) weeks. After being given the additional time and opportunity to qualify the officer still fails to qualify, he shall be subject to reassignment.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Use Of Force

SOP: 700.2.20

CATEGORY:

PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 04/01

In recent years the issue of use of force by law enforcement officers has developed into an area of paramount concern to citizens, individual officers, and fire administration.

The use of force can be viewed as an extension of the right to arrest. An officer's use of force must always be reasonable and necessary under the circumstances that exist and should be no greater than the least amount of force necessary to make the arrest and/or stop violent behavior.

As in all law enforcement activities, the use of force requires sound judgment on the part of officers. The liability of officers who have failed or refused to exercise this good judgment is well documented in court cases. While procedures can offer guidelines, the split-second decisions and complex factors which are a part of each situation in which an officer uses force are unpredictable and make the organization of specific procedures and rules almost impossible.

This policy will approach the critical area of force by attempting to provide rather direct and simple standards in the form of written procedures intended to provide rational and practical guidance in the use of force.

POLICY:

It is the policy of this department that force be used only to effect a lawful arrest and/or stop the violent behavior of an individual; the minimum amount of force necessary to accomplish the above stated purposes is to be used.

PROCEDURES;

1. General Provisions

- a. Officers shall use only the amount of force necessary to effect lawful objectives.
- b. Officers shall always endeavor to minimize the pain and injury that may possibly result from the type and degree of force they use
- c. Officers may prepare for the use and/or threatened use of force as they see the need to do so, consistent with established policy. Preparation includes but is not limited to:
 1. verbal warning.
 2. placing hand on firearm.
 3. releasing safety strap on holster.
 4. removing sidearm from holster.

- d. Due to the serious nature of using ordinary or deadly force, officers shall carefully review chapter 9 of the Texas Penal Code several times a year. As changes occur, administration will furnish copies of the changes to personnel and conduct training classes as necessary but in no case less than annually.
- e. All sworn personnel shall be provided a copy of this policy and given instructions regarding this policy prior to being authorized to carry a firearm.
- f. Officers shall be responsible for their actions, even if justified under relevant legal provisions. Chapter 9 of the Texas Penal Code explicitly informs the officer that personal liability for their actions is not abolished or impaired by the provisions of that chapter even when force is justified, if the use of that force causes injury to innocent third parties. Under such circumstances the officer can still be held liable.
- g. Warning shots pose a danger to officers and citizens alike and shall not be used.
- h. Shots fired at or from a moving vehicle are generally ineffective and are not to be fired unless in defense of human life.

2. Levels of Force

- a. Levels of force that may be used by officers are listed below in order of least severe to most severe.
 - 1. verbal persuasion
 - 2. physical strength
 - 3. chemical irritant
 - 4. "ASP" Baton
 - 5. Deadly Force, Handgun or other weapons that the officer has been qualified to carry
- b. There may be occasions when the use of a chemical irritant may precede physical force. This would be when use of the irritant may prevent a physical fight which could potentially cause greater injury to the officer and/or suspect than the use of the irritant.
- c. When use of force is necessary the officer shall, to the extent possible, use an escalating scale of options. More forceful measures shall not be applied unless it is determined that a lower level of force would not be adequate or has been used and proven to be inadequate.
- d. An officer may use deadly force only when:
 - 1. He reasonably believes that the action is in defense of human life, including the officer's life.
 - 2. In defense of any person in immediate danger of death or serious bodily injury.
- e. Deadly force against a "fleeing felon" shall be used only when the conditions outlines in 2.d above have been met and the officer has probable cause to believe that the escaping felon will pose a significant and immediate threat to human life should escape occur.

3. Training

- a. Officers shall receive proper training and be approved to carry and use each weapon they may wish to use. Firearms training and qualification are covered in the basic academy. Additional information concerning firearms is covered in the Weapons policy in this manual.
- b. Officers who carry chemical irritants and the "ASP" Baton may do so only after proper training in the use of these weapons have been completed.

4. Carrying of Weapons

- a. Department issued duty holster and belt with all issued equipment shall be worn when handgun is carried unconcealed. When the handgun is carried concealed it must be carried in department issued case along with chemical irritant and a form of restraining device.

5. Use of Force Reports

- a. Any time an officer uses force, other than verbal persuasion, the use of such shall be documented in the Offense/Incident report. It should be noted that the use of handcuffs has been held by the courts to be a form of force and therefore the use of such shall be noted in the O/I and/or arrest reports.
- b. If an officer uses force in the performance of duty, that officer shall include all information about the use of force in the arrest report when:
 1. the use of force results in death, injury, or alleged injury to another person.
 2. a firearm is pointed at or discharged towards another person.
 3. chemical irritant is used.
- c. The employee shall submit the report to their supervisor who shall forward a copy through the chain of command to the chief. The chief may refer this report to a review board for their review and recommendations.

6. Investigations

- a. Anytime the use of force causes death or results in injuries likely to cause death the following shall be notified:
 1. the chief. If the chief is not available, the next highest administrator shall be notified.
 2. the fire marshal.
- b. The College Station Police shall conduct an investigation of the incident and make a report to the chief for review. The chief may refer the findings of these investigations to a review board for review and/or recommendations.

7. Death or Serious Physical Injury Caused by Use of Force - Anytime an officers use of force causes the death or serious physical injury of an individual, that officer shall be relieved of any line-duty assignment pending an administrative review. This review does not imply any wrong doing on the part of the officer. Serious physical injury is any bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT:

Pursuit Policy

SOP: 700.2.30

CATEGORY:

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

I. DEFINITIONS

A. Pursuit is the following of a vehicle either involved in or associated with a violation of the law, at speeds greater than the posted speed limit.

II. PURSUIT

A. Vehicular pursuit is not condoned nor will it be tolerated by the College Station Fire Department. Violation of this policy will result in severe disciplinary action.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Arson Investigations

SOP: 700.3.10

CATEGORY: TAMU CAMPUS

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

1. Incident Commander CSFD will determine if an Arson Investigator is needed and initiate response.
2. Incident Commander will notify UPD Officer on scene of above action.
3. UPD Officer will notify communications to call in a Detective.
4. CSFD and UPD will isolate the arson scene until the investigation is completed.
5. UPD will release the scene by notifying the Radio Room. **Then and only then** will Physical Plant personnel be allowed to enter the fire scene. Unless it is deemed necessary by the Fire Chief or his representative that action needs to be taken to further protect or lessen the loss of property and/or restore conditions which may have a direct negative impact on others outside the fire scene.
6. If University Personnel happen upon a fire in progress or an extinguished fire they are to notify the UPD immediately.
7. CSFD Arson Investigator will assist the UPD in the investigation, evidence gathering and testifying. Evidence gathered will be processed by the CSFD as necessary.
8. If the UPD ascertains that there is a pattern of fires on campus they will contact the CSFD Arson Division for assistance.
9. The College Station Fire Department shall provide normal fire investigation service to Texas A&M University at no additional cost; Provided the investigation is not unusual in nature. Texas A&M University shall assist the College Station Fire Department with any unusual or extensive costs associated with investigations conducted on University property.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Vehicle Towing

SOP: 700.4.10

CATEGORY: Parking Violation

PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 3/99

A. Call Dispatch:

1. Call dispatch and request a rotation wrecker, give location, violation, state or country of license plate, license plate number, color, make and model.

B. Write Citation:

1. Issue a citation for the violation found.

C. Take Picture:

1. Take a picture to identify vehicle and violation. (Stand behind a fire hydrant and take a picture showing the vehicle obstructing the steamer)

Note: If a picture has been taken, a tow report and the tow log will be filled out regardless of whether the wrecker company or the owner moves the vehicle.

D. Fill out Tow Report:

1. Advise dispatch of the wrecker service arrival.

E. Finish Tow:

1. Advise dispatch when the wrecker service has the vehicle in tow. If the owner arrives prior to wrecker service connecting to the vehicle, and picking it up off the ground, then they may move the vehicle and the officer needs to contact dispatch by radio and advise them to cancel the wrecker service.

F. Fill out Tow Log

G. Fill out Photo Log if a picture was taken.

Pages 2 & 3 are example forms.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Complaints from Citizens

SOP: 700.5.10

CATEGORY:

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

The following information will serve as a guideline for handling complaints involving the Community Enhancement/Code Enforcement Officer.

Ask the caller "do you have a complaint about the conduct of the officer".

If the answer is no:

The caller shall be referred to Municipal Court at 764-3683.

If the answer is yes:

The caller will be referred to 764-3781 and ask to contact the Fire Marshal. After hours, weekends, and holidays the call shall be sent to the on duty Battalion Chief at 764-3710.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Personal Leave

SOP: 700.5.20

CATEGORY: Community Enhancement

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

Leave

Vacation and Compensatory Time will be accrued as outlined in the City of College Station Policies and Procedures Handbook.

Holidays will be set by the City Council annually during budget preparation.

Requests for **Vacation, Comp Time and Holiday time** shall be in writing, and approved in advance by your immediate supervisor, or his/her designee.

Employees scheduled and required to work on holidays must use the holiday time in the same calendar year of the holiday. Holidays are not carried over from one calendar year to the next.

Sick Leave and other Personal Leave (i.e., Family Leave) will be granted in accordance with the City of College Station Policy and Procedure Handbook.

Reporting in Sick/Late

You shall notify your immediate supervisor or his/her designee as soon as possible when you will not be able to work your assigned shift by calling 764-3705, asking to have your message sent to the designee by e-mail or pager.

If you are scheduled to work after 1700 hours weekdays or anytime on a holiday or weekend, you should notify the on-duty Battalion Chief at 764-3710 and advise them you will not be able to work your shift.

HAZARDOUS MATERIALS

Section 800

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Tactical Plans-Hazardous Materials

SOP: 800.1.10

CATEGORY: Small Spills-Motor Vehicle Accidents

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 3/99

The most common type of hazardous material spill that our department must deal with is a result of a motor vehicle accident. Materials involved are usually hydrocarbon based and limited to gasoline, lubricating oils, fluids, and cooling liquids. These are classified as "nonaggressive" materials. On rare occasions we may have to deal with very limited amounts of battery acid, which is an "aggressive" material.

State and Federal guidelines prohibit "washing down" any type of hazardous material. Therefore all hazardous materials shall either be treated on site or physically removed and disposed of in accordance with disposal guidelines.

It is the policy of this department to treat on site any small quantity of hazardous material generally associated with a motor vehicle accident and classified as a level I incident as described in chapter 3 of the Field Operations Guide, of the College Station Hazardous Material Incident Response System.

In accordance with this policy all non-aggressive materials of the type associated with a motor vehicle accident shall be treated on scene with a micro-biological remediation process. This process shall be applied in accordance with manufactures recommendations, as well as proper training and experience.

In addition all aggressive materials of the type generally associated with a motor vehicle accident shall be neutralized by diluting with copious amounts of water (several hundred gallons). Once diluted the battery acid is no longer considered an environmental threat.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Fire Ground Activities

SOP: 800.1.20

CATEGORY: Utility Control

PAGE: 1 of 1

APPROVED BY:

Fire Chief

DATE: 3/99

Electrical and gas utilities that are turned off (disconnected) during fire suppression activities will not be turned back on by Fire Department personnel.

The dangers of restoring the utility will be explained to the owner or the manager by fire department personnel before the property is released.

Restoring utilities prior to inspection by a qualified utility inspector increases the risk of a fire, that could be related to possibly fire damaged utilities.

When the scene is released by the fire department, the owner or manager will be responsible for ensuring restoration of utilities to the involved structure.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Hazardous Materials

SOP: 800.2.10

CATEGORY: Technicians

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 11/02

Scope & Purpose

When a hazardous materials incident requires an offensive approach to mitigate the incident, it shall be the responsibility of the Hazardous Materials Technician to perform the task(s).

The College Station Fire Department hazardous materials technicians may be assisted by hazardous material technicians from the Bryan Fire Department, and/or TAMU Health and Safety Office.

Accountability

A hazardous materials team roster will be maintained by the College Station Hazardous Material Coordinator, and will be distributed to all agency representatives of College Station Fire Dept., Bryan Fire Dept., and TAMU Environmental Health and Safety.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Hazardous Materials

SOP: 800.2.20

CATEGORY: Response Unit

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 11/02

Unit 791, a trailer equipped with hazardous material response equipment is available as a special call unit for county wide response. This vehicle is available to the incident commander of any first responding agency within the county, to assist with a hazardous material emergency, on an as needed basis.

Due to the special requirements and nature of this equipment, any requests for its use also requires the activation and response of certified hazardous material technicians. Due to the unpredictability of emergency service needs, the activation of technicians is the sole responsibility of the on duty shift commander. However, all assignments shall be done with operational safety guidelines in mind.

The following units are equipped to move unit 791; units 790, 51-01, and 711. These units shall be selected according to their availability in the following order - 790, 51-01, 711. No person or persons shall attempt to transport unit 791 without first demonstrating to the satisfaction of the training division sufficient skills to do so safely.

Anytime the Special Operations Trailer is dispatched to a hazardous materials incident within the county, a College Station Fire Department Engine will also be dispatched for support of our personnel.

The Fire Chief and the Assistant Chief will be notified when unit 791 responds to unincorporated areas of Brazos County, or responds outside Brazos County.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: Hazardous Materials

SOP: 800.3.10

CATEGORY: DECON Procedures

PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 12/99

PURPOSE: At all Hazardous Materials incidences where personnel will be working in protective equipment around chemicals, a decontamination sector shall be established as a first priority. Decontamination is the process of removing contaminants from personnel protective equipment, personnel, or any injured person(s) which have been exposed to the chemicals.

SITE SET-UP: Several factors should be considered when establishing a decontamination site.

- 1) Establishment of Hazard zones (HOT, WARM, and COLD). DECON shall be established in the warm zone and shall be set-up uphill and upwind.
- 2) Accessibility - Located close to the site at the edge of the Hot zone.
- 3) Surface Material - Site is best established on a hard, non-porous material and should slope towards the hot zone if possible.
- 4) Drainage and waterways - Site should not be established near any drains, creeks, ponds, or any other waterways.
- 5) Lighting - Good lighting must be provided for all operation.
- 6) Water - Sufficient water will be required for DECON operations. This can be supplied via engine, hydrant, etc.

DECON PERSONNEL and CORRIDOR:

1) **Personnel** - 1 person shall be designated as the DECON Officer and will be responsible for establishing the DECON area. The DECON officer will answer to either the Haz-Mat Operations officer or the IC depending on the size of the incident.

* Sufficient personnel shall be made available to perform the DECON tasks as swiftly and efficiently as possible.

2) The DECON corridor should be identified by metal stakes with yellow barrier tape or cones and shall be a minimum of 20' wide. A separate but adjoining corridor should be established as an access corridor into the hot zone.

3) Place a plastic sheet on the ground the length of the corridor. Roll up all sides of the plastic to form a pool. Place cones on each side to keep the plastic from unrolling.

4) Equipment placement;

A) At the entry to the DECON area from the hot zone, place a large trash can (1) lined with a large yellow haz-mat bag. This will be used for equipment drop when leaving the hot zone.

B) Place a small lined trash can (2) after the large can for disposing of boot covers and outer gloves.

C) After the small trash can, place a water pail (3) for washing gloves.

SUBJECT:	Hazardous Materials	SOP: 800.3.10
CATEGORY:	DECON Procedures	PAGE: 2 or 3

D) Set up 2 pools minimum (4 if secondary wash and rinse are needed) space along the length of the corridor with absorbent pillows (4) placed between each pool to catch runoff.

E) Each pool should have a water hose with a long handle wand. The first pool should also have a spray bottle or bucket with a soap solution and a long handle brush for cleaning PPE.

F) After the pools, place another large can lined with a yellow Haz-Mat bag for disposal of suits.

G) A clean sheet of plastic should be placed after the pools and used as an area for removing and placing suits and SCBA's if still in use. Chairs should be provided.

5) At the end of the DECON corridor, 1 tent should be set up to provide for Haz-Mat personnel rehab and medical monitoring after exiting the decon area. A second tent should be set up on the side of the access corridor for Haz-Mat personnel suiting and medical monitoring before entering the Hot zone. Each tent should be equipped at least with the following:

1 paramedic, 1 electric fan, two chairs, 1 EKG monitor, BP cuff and stethoscope, water cooler with ice water and cups, 1 large salvage cover, Rehab kit in Haz-Mat Rehab tent.

DECON PROCEDURE:

1) The DECON Officer with help from the Haz -Mat Safety Officer shall determine appropriate level of PPE for DECON personnel. The DECON officer will be responsible for recording all information pertaining to DECON and personnel assignments.

2) Entry personnel leaving the Hot zone shall leave equipment in the 1st large can before entering the DECON corridor.

3) Entry personnel will then remove boot covers and outer gloves and dispose of in small trash can.

4) Entry personnel will then rinse gloved hands in water bucket provided and then enter DECON corridor.

5) At pools 1 & 3, the entry personnel should be wash thoroughly with the soap solution and brush and then rinsed off.

6) At pools 2 & 4 the entry personnel will again be thoroughly rinsed.

7) Entry personnel will then be assisted out of their PPE and moved to the Haz-Mat rehab tent for fluid replacement and medical monitoring.

8) Entry personnel's PPE will be either discarded if determined to be unsafe or operation is over or it will be placed outside the tent at the end of the corridor so the same entry person can reuse it. PPE if it to be used again shall be protected from contamination and the elements. **Note!** Level "A" suits will be tested after each use if damage is suspected and to ensure suits integrity prior to reuse at the scene.

9) Equipment which will be returned to service shall be thoroughly decontaminated and inspected prior to placing it back on vehicle. Any and all equipment which will be disposed of will be left at the DECON area for disposal by the cleanup company.

(#) Indicate position as indicated on diagram.

Page 3 is Decon Setup example.

STANDARD OPERATING PROCEDURE

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: HAZARDOUS MATERIALS REPORTING

SOP: 800.4.10

CATEGORY: HAZARDOUS MATERIALS

PAGE: 1 of 8

APPROVED BY:

Chief, Fire Department

DATE: 04/01

SCOPE & PURPOSE

To provide guidelines for required reporting procedures, improve incident documentation and provide for the immediate dissemination of the information.

Documentation pertaining to a response to a Hazardous Materials incident is extremely important for several reasons including but limited to the following reasons:

- 1) It is required by law to keep incident information filed and accessible for possible litigation and personnel health records requests.
- 2) It is required for billing purposes to reclaim expenses incurred at an incident.
- 3) It is required for chemical release, spill, or Hazardous Situation information for the Brazos County Inter-jurisdictional Emergency Management plan.

REQUIRED HAZARDOUS MATERIALS REPORTS

In addition to the normal incident report, the following reports must be completed if applicable:

- 1) Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form.
- 2) C.S.F.D.'s Hazardous Materials Incident Cost Recovery Reports.
- 3) Any checklist, injury reports, accident reports, damage reports, etc.

REQUIRED HAZARDOUS MATERIALS INCIDENT REPORTING INFORMATION

1) Hazardous Materials Incident Responses

A) Complete a detailed incident report.

Note! All associated incident paperwork must be kept and filed with report i.e. Safety report, copies of injury reports, cost recovery reports, incident checklist, etc.

B) Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form.(See attached for specific reporting requirements.

ROUTING OF REQUIRED REPORTS AND PAPERWORK

- 1) All paperwork and reports pertaining to a Hazardous Materials Incident shall be forwarded to the C.S.F.D's Hazardous Materials Coordinator. ("C" Shift Battalion Chief)
 - A) The Hazardous Materials Coordinator shall ensure that all paperwork is complete, cost information obtained and forwarded for billing and filing.
- 2) The Brazos County Inter-jurisdictional Emergency Management Hazardous Reporting Form shall be completed and a copy Faxed to the City of College Station's Assistant Emergency Coordinator.

**BRAZOS COUNTY INTERJURISDICTIONAL EMERGENCY MANAGEMENT
ALL HAZARDS REPORTING PROCEDURES
(979) 361-4140 Fax (979) 821-3407**

In compliance with FY 00 Cooperative Agreements CA-4, we are required to report all hazards that occur quarterly in our county. This also serves as the foundation for hazard mitigation and emergency preparedness actions. Listed below, is a basic guideline for reports.

HAZARDOUS MATERIAL SPILLS/RELEASE:

<u>Type of Spill/Release</u>	<u>Spills on Land</u>	<u>Spills on Water</u>
<u>Hazardous Substance</u>		
If CERCLA RQ = 1-100 lb.	CERCLA RQ	CERCLA RQ
If CERCLA RQ > 100 lb.	CERCLA RQ	100 lb.
Crude Oil		
Used oil/petroleum product	25 gal.	Enough to form sheen
At a PST-exempt facility	25 gal.	Enough to form sheen
All others	25 gal.	Enough to form sheen
Oil other than crude oil, used oil Or petroleum product	25 gal.	Enough to form sheen

Other items to Report:

- ❖ All Blowouts or Fires associated with oil, gas and geothermal activities.
- ❖ All Fires associated with a hazardous material.
- ❖ All gas or liquid pipelines breaks or ruptures.
- ❖ Any release of hydrogen sulfide gas.
- ❖ Any incident resulting in injury, death or property (or potential) damage from gas or liquid pipelines.
- ❖ Outdoor Burning of hazardous material.
- ❖ Illegal dumping of hazardous waste.
- ❖ Transportation Accidents involving hazardous material (not to include maintenance fluids i.e. transmission, brake, etc; with exception of diesel/gas – use 25 gal rule).
- ❖ All Airplane incidents/crashes.
- ❖ Any Severe Weather to include flooding, hail, damaging winds of 50+ mph, funnel clouds, tornado, water on roads.

IF AT ANY TIME, YOU ARE IN DOUBT ABOUT REPORTING INCIDENTS, PLEASE COMPLETE REPORT AND DELIVER TO EMERGENCY MANAGEMENT!

HAZARDOUS MATERIALS REPORTING FORM

In case of incidents (Fire, Spills, Leaks or Train Derailments) concerning Hazardous Materials, the following information should be obtained. Get as much of this information as possible.

1. Date: _____ Time of Notification _____

2. Name of person receiving call:

3. Name and telephone number of on scene contact:

4. Incident location:

5. Nature of Emergency (e.g. leak, explosion, spill, fire, derailment, container type and condition)

6. Name of material released:

7. Time and duration of release:

8. Amount and speed of release:

9. Total amount of material that may be released:

10. Direction, height, color, odor of any vapor clouds or plumes:

11. Medium or media into which the release occurred:

12. Characteristics of material (e.g. color, smell, etc.):

13. Present status of material(e.g. gas, liquid):

14. Weather conditions:

15. Local terrain conditions:

16. Possible health effects/medical emergency information:

A. Precautions to take:

B. Evacuation/shelter in place recommendations:

17. Number of injured or dead:

18. Nearby population:

19. Personnel at the scene:

20. NOTE: Sources for this information in transportation incidents are identification numbers, shipping manifests, and placard info.

1. For transportation incidents:

A. Shipper and shipping point:

B. Carrier:

C. Consignee and destination:

2. Other hazardous materials in area:

Remarks:

Submitted by (print name/sign):

Date/Time:

Hazardous Materials Incident Cost Recovery Report

Page _____ of _____

College Station Fire Department
1207 Texas Ave
College Station, Texas 77840
(979) 764- 3705 Fax (979) 764-3403

CSFD Incident # _____

Mutual Aid Incident # _____

ON SCENE OWNER/BUSINESS REPRESENTATIVE					RESPONSIBLE PARTY				
Name: _____					Owner/ Manager: _____				
Drivers License Number: _____					Business Name: _____				
Address: _____					Address: _____				
City: _____ State: _____ Zip: _____					City: _____ State: _____ Zip: _____				
Phone #: (_____) _____ - _____					Phone: (_____) _____ - _____				
Signature: _____					Vehicle License # _____				
DESCRIPTION	QTY.	UNIT COST	UNIT	SUBTOTAL	DESCRIPTION	QTY.	UNIT COST	UNIT	SUBTOTAL
CHEM SUIT LEVEL "A"			EACH		SORBANT BOOM			EACH	
CHEM SUIT LEVEL "B" ENCAPSULATED			EACH		SORBANT BOOM			EACH	
CHEM SUIT LEVEL "B"			EACH		SORBANT PILLOW			EACH	
CHEM SUIT LEVEL "B" TYVEK			EACH		SORBANT MAT			PER YARD	
BOOTS			PAIR		OVERPACK DRUM (20 GAL)			EACH	
BOOT COVERS			PAIR		OVERPACK DRUM (55 GAL)			EACH	
GLOVES,NITRILE (Green)			PAIR						
GLOVES,NITRILE (Blue)									
GLOVES (NEOPRENE)			PAIR						
					MICRO-BLAZE			GAL.	
					SODA ASH			50 lbs	
					SAND			50 lbs	
					PERSONNEL (LIST ATTACHED)				
					APPARATUS (LIST ATTACHED)				
					OTHER Information				
SUBTOTAL 1					SUBTOTAL 2				

TOTAL DUE
(Subtotal 1 & 2)

Incident Commander: _____ Date: _____

Haz-Mat Resource/Ops Officer: _____ Date: _____

Hazardous Materials Incident Cost Recovery Report

PERSONNEL LIST

Page _____ of _____

College Station Fire Department

1207 Texas Ave

College Station, Texas 77840

(979) 764- 3705 Fax (979) 764-3403

CSFD Incident # _____

Mutual Aid Incident # _____

[illegible]

SUBTOTAL DUE

NOTE! Personnel need to be documented for the actual time worked at the scene and should be recorded for off duty or on duty time separately.

Hazardous Materials Incident Cost Recovery Report

APPARATUS LIST /MISCELLANEOUS

Page _____ of _____

College Station Fire Department

1207 Texas Ave

College Station, Texas 77840

(979) 764- 3705 Fax (979) 764-3403

CSFD Incident # _____

Mutual Aid Incident # _____

[illegible]

SUBTOTAL DUE

ARFF OPERATIONS

Section 900

STANDARD OPERATING GUIDELINES

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: AIRCRAFT AND AIRPORT RESPONSE SOP: 900.1.10

CATEGORY: ARFF OPERATIONS

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 09/01

SCOPE & PURPOSE

This policy is to establish guidelines for the response to aircraft and airport emergencies by the designated ARFF vehicle and additional C.S.F.D. units as requested.

DEFINITIONS

ARFF Vehicle - A vehicle specifically designed for the rapid response to aircraft emergencies. Primary responsibilities are to:

- 1) extinguish an incipient fire
- 2) maintain at least 1 fire free path for self rescue/evacuation of passengers
- 3) control a large fire until other units arrive to help extinguish

Aircraft Emergencies -

Alert I (Precautionary Emergency) - An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing.

Example; unsafe gear lights (gear is down),

Alert II (Declared Emergency) - An aircraft that is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Example; smoke in aircraft, landing gear problems

Note!! All air carrier aircraft emergencies will be treated at a minimum as an Alert II

Alert III (Aircraft Accident) - An aircraft incident /accident has occurred on or in the immediate vicinity of the airport.

Airport Emergencies

Structural Fires - Any fire within or in close proximity of a structure.

Bomb Threats - Incidents where there is a reported threat whether it involves an aircraft or not.

RESPONSE PROCEDURE

Aircraft Emergencies

- The ARFF vehicle will respond to emergencies within the jurisdictional bounds of Easterwood airport. Emergencies outside the perimeter of the airport shall be handled by the jurisdiction having responsibility.
- Upon notification of an aircraft emergency the ARFF vehicle will respond to the designated standby position that is best suited for the type of emergency reported. At a minimum all responses by the ARFF vehicle shall be made to the standby position AB. (see attached map)
- The vehicle operator shall ensure that dispatch is aware of the emergency and all subsequent information and that a run number has been generated. **The vehicle operator must advise dispatch to upgrade Alert 1 calls to Alert II if the aircraft involved is a commercial air carrier.**
- The vehicle operator shall advise dispatch and other units (if applicable) of size up and command status.
- The 1st arriving engine and 711 shall proceed onto the airport and make contact with ARFF vehicle operator and Airfield control personnel for additional information. All other responding 1st alarm units for Alerts I and II emergencies shall standby at the entrance to the airport (Station 4's ramp) and await instructions.
- For all Alert III emergencies all 1st alarm units shall proceed directly to the incident site unless instructed otherwise.

NOTE! All units must make sure they have clearance to access any airport movement area.

All Other Emergencies -

- Upon notification of any emergency other than an aircraft the ARFF unit will respond as an investigating unit.
- The ARFF operator will ensure that dispatch is notified and that other appropriate units are responding.
- The ARFF operator will report all findings to the first arriving officer and transfer command.
- The ARFF unit will be placed back in service for response to aircraft emergencies.
- The emergency will then be handled by other responding units as per standard procedures.

Fuel Spills -

- Upon notification of a fuel or other hazardous materials spill the ARFF unit will respond to mitigate the hazard.
- The ARFF operator will ensure that dispatch is advised of the response and all subsequent information and that a run number is generated.
- The ARFF operator will mitigate the hazard using standard procedures and if necessary shall contact the TAMU Environmental Health and Safety office for assistance with spill control and cleanup.

- It will be the responsibility of Easterwood Airport personnel to report fuel spills to the appropriate state agencies.

STANDARD OPERATING GUIDELINES

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: COMMUNICATIONS FOR AIRPORT RESPONSE **SOP:** 900.1.20

CATEGORY: ARFF OPERATIONS

PAGE: 1 of 3

APPROVED BY:

Chief, Fire Department

DATE: 09/01

SCOPE & PURPOSE

This policy is to provide communications guidelines for receiving an alarm, dispatching of unit(s), and responses to Easterwood Airport for aircraft and airport emergencies by the designated ARFF vehicle and additional C.S.F.D. units as needed or requested.

RECEIVING AN ALARM for Airport and Aircraft Emergencies

Receipt of an alarm for airport and aircraft emergencies may be reported directly to the ARFF unit (Rescue 794), Station 4 or C.S.F.D. dispatch. They may be received via:

- 1) Direct call to dispatch -- Easterwood Tower, Houston Aircraft Control Center or a citizen 911 call, all may report aircraft and airport emergencies directly to dispatch.
- 2) Direct notification by Easterwood Air Traffic Control Tower (08:00 - 21:00)
The Klaxon, radio, & ring down phone will be used to notify Rescue 794 & station 4
- 3) Direct report to the Fire Station (Walk in)

DISPATCHING OF ALARM

Depending on how the call is received the following shall be performed:

- 1) Direct call to dispatch
 - A) Dispatch will obtain as much information about the emergency as possible.
 - B) Dispatch will respond appropriate units based on the available information.
- For Aircraft Emergencies the following will be used to determine level of response:

Alert I (Precautionary Emergency) --- An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing.

Example; unsafe gear lights (gear is down), Aircraft standby

Alert II (Declared Emergency) --- An aircraft that is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Example; smoke in aircraft, landing gear problems

Note!! All air carrier aircraft emergencies will be treated at a minimum as an Alert II

Alert III (Aircraft Accident) --- An aircraft incident /accident has occurred on or in the immediate vicinity of the airport.

2) Direct report by Easterwood Air Traffic Control Tower via ringdown, radio, and/or klaxon

A) Upon notification, ARFF Vehicle will respond to airport.

B) ARFF Vehicle operator will immediately notify dispatch of response and any additional information.

NOTE! ARFF Vehicle operator will have to notify dispatch if an upgrade of response is needed.

C) Dispatch will generate a run based on the information available.

3) Direct report to Fire Station

A) After obtaining information, Unit(s) will respond as needed.

B) ARFF vehicle operator will notify dispatch of the nature of emergency.

C) Dispatch will generate a run based on the available information.

4) After any alarm that is received and a run generated, the dispatcher will sound the alert tone and repeat the call information and location as per current standard dispatching procedure.

COMMUNICATIONS PROCEDURE

- Upon notification of an alarm, units shall notify dispatch using the primary C.S.F.D. radio frequency or MDT (if available) to advise they are responding.
- Rescue 794 and any other units operating on the airport shall transmit any and all status information to dispatch as per current standard radio procedures. (i.e. on scene, in service, etc.)
- Units entering the airport, must have clearance to proceed onto any movement area;
 - 1) During Easterwood Air Traffic Control Tower operations (08:00 - 21:00)
Contact tower on Ground frequency 128.7 and make request
 - 2) When Tower is not in operation
Use airport traffic advisory frequency 118.5, Units will be talking in the blind to advise air traffic of your intentions (see radio procedures)

AIRFIELD CONTROL

During airport and aircraft emergencies Easterwood airfield control may use C.S.F.D.'S primary radio frequency to contact dispatch, Rescue 794, and/or the incident commander to relay any information pertaining to the emergency.

RADIO PROCEDURES

Radio procedures for airport operations differ slightly from normal C.S.F.D. radio procedures. For your safety and the safety of others strict adherence to these procedures shall be followed.

When Easterwood Air Traffic Control Tower is in Operation

- 1) Identify the unit you are calling
- 2) Identify your unit , wait for response
- 3) Make your request. Use simple phrases and common terminology
- 4) After receiving an answer, repeat it back to make sure you understood it

5) If request is granted, proceed cautiously

SUBJECT:	COMMUNICATIONS FOR AIRPORT RESPONSE	SOP: 900.1.20
CATEGORY:	ARFF OPERATIONS	PAGE: 3 of 3

Example of radio traffic with Tower on 128.7

Rescue 794 - Easterwood ground, Rescue 794
Easterwood Ground - Rescue 794, Easterwood Ground
Rescue 794 - I'm on the ramp at taxiways Alpha & Bravo and would like to proceed to the approach end of runway 4 via bravo & echo for training.
Easterwood Ground - Rescue 794 proceed as requested
Rescue 794 - Roger Ground, Rescue 794 proceeding to approach end of runway 4 via Bravo & Echo

Example of radio traffic on Airport advisory frequency 118.5

Rescue 794 - Easterwood airport traffic, Rescue 794 is at taxiways Alpha & Bravo proceeding to the Terminal bldg. via Bravo & Hotel," Any traffic in the area, Please Advise"

Wait for any response from an aircraft that may be in the vicinity of the airport.

If no response then visually scan the surrounding sky and if nothing is seen, proceed.

After proceeding to your destination, advise that you are clear of any runways and taxiways.

NOTE! Units responding to the airport not equipped with an airport radio shall make sure they have clearance from a unit that does have a radio before proceeding onto any aircraft movement area.

OTHER COMMUNICATIONS

The Air Traffic Controller may communicate via the light gun system. This is accomplished by shining a light gun from the tower, at a vehicle. The color light, will indicate the following:

Steady Red - Stop where you are

Steady White - Proceed back to the starting point on the airport

Steady Green - Proceed

Alternating Green and Red - Exercise Extreme Caution, usually followed by a steady Red, Green, or White light

STATION ALERTING AND NOTIFICATION by Easterwood Air Traffic Control Tower

Notification of an aircraft emergency from Easterwood Air Traffic Control Tower will be accomplished via the Klaxon and ring down phone system at station 4. When an emergency is declared the tower will ring the phone and open the station speakers. The tower controller will verbally announce the emergency, which will be simulcast in the general aviation terminal building.

The emergency alerting system has a different and distinct sound than the regular fire department tones and is tested every morning at approximately 07:45. The test shall be acknowledged by picking up the phone and advising that the test was received.

Remember that when you answer the phone your voice will be overheard throughout the general aviation terminal.

STANDARD OPERATING GUIDELINES

COLLEGE STATION FIRE DEPARTMENT

**SUBJECT: DAILY CHECK AND MAINTENANCE OF ARFF VEHICLES SOP:
900.2.10**

CATEGORY: ARFF OPERATIONS

PAGE: 1 of 2

APPROVED BY:

Chief, Fire Department

DATE: 09/01

SCOPE & PURPOSE

This policy is written to outline the various maintenance procedures for the ARFF vehicles to insure operational readiness. Procedures include:

- 1) Daily/Weekly Apparatus check
- 2) Reporting Discrepancies and maintenance problems
- 3) Scheduled /Unscheduled maintenance
- 4) Fueling vehicles and equipment
- 5) Discharging Firefighting Agents
- 6) Agent Recharge

1) Daily Apparatus Check

- It will be the responsibility of the Assigned ARFF vehicle operator to check both vehicles each day at the start of their shift.
- Daily check of each apparatus shall be performed as outlined on vehicle daily check sheets located in each vehicle.
- All items on the check sheet shall be completed.
- Each Thursday, the ARFF vehicles shall be inventoried and the compartments cleaned.
- Each Saturday, the reserve ARFF vehicle (P-19) shall be driven.
- Each Sunday, water shall be flowed from both the roof turret and the bumper turret of both ARFF vehicles and their water tanks refilled.

2) Reporting Discrepancies and maintenance problems

- All deficiencies shall be noted in the discrepancy log book located in the fire station.
- Any deficiencies that render the ARFF vehicle out of service shall be reported to the station officer immediately. The station officer shall insure the reserve unit is placed in service and that the problem is reported to the TAMU Airport Liaison or Assistant Director of Operations @ 845-4811.
- Any discrepancies concerning equipment inventory shall be reported via E-mail to "C" shift's station 1's Lieutenant and the Battalion Chief's.

3) Scheduled /Unscheduled maintenance

- Maintenance of the ARFF vehicles is the responsibility of TAMU Easterwood Airport.
- Preventative maintenance of vehicles (oil changes, etc.) will be scheduled by the TAMU Airport Liaison, who shall notify the Assistant Chief of Operations of the date requested.
- Unscheduled maintenance will be performed as arranged by TAMU Airport Liaison.
- Any time maintenance is performed on either of the vehicles an E-mail shall be sent to the Assistant Chief of Operations for his records. The e-mail should contain a brief description of the maintenance performed and the time the vehicle was out of service.
- It shall be the responsibility of the TAMU Airport Liaison to make the necessary notifications should the required equipment for the airport be out of service pursuant to CFR Part 139.319(g)(3).

4) Fueling Vehicles and equipment

- ARFF Vehicles and equipment will be fueled using the fuel pumps located at Easterwood airport.
- Vehicles shall be fueled when they reach a minimum of 3/4 tank.
- Contact Easterwood line service @ 845-4811 for fuel access.

5) Discharging Firefighting Agents

- Discharge of foam and/or dry chemical shall only be done during emergencies, authorized training, or at the request of an FAA inspector.
- At a minimum the dry Chemical shall be discharged at least 1 time per year. This will usually occur during yearly live fire training.

6) Agent Recharge

- Immediately, after use extinguishing agents on ARFF vehicle shall be replaced.
- Before refilling agents, make sure all lines and hoses have been purged of either foam or Dry Chemical.
- Follow manufacturer's recommendation for re servicing.
- Safety precautions will be followed while working with the chemicals and high pressure systems.
- Safety equipment such as dust mask, safety glasses and work gloves shall be used while re servicing the vehicle.

STANDARD OPERATING GUIDELINES

COLLEGE STATION FIRE DEPARTMENT

SUBJECT: ARFF TRAINING REQUIREMENTS

SOP: 900.3.10

CATEGORY: ARFF OPERATIONS

PAGE: 1 of 1

APPROVED BY:

Chief, Fire Department

DATE: 09/01

SCOPE & PURPOSE

This policy is to establish guidelines for the initial and continuing education training for Aircraft Rescue and Fire Fighting personnel.

INITIAL TRAINING

- Training for ARFF shall be conducted at an approved training facility.
- Training shall meet the current requirements as outlined by the Texas Commission on Fire Protection, Chapter 2 of the Certification Curriculum Manual.
- Personnel must pass all required test and performance skills as required by the training facility and obtain State Certification upon successful completion of course.

CONTINUING EDUCATION TRAINING

- All personnel who are assigned primary responsibility for ARFF shall meet the continuing education hours and course content as described in section 441.9 of the Texas Commission on Fire Protection Standards manual.
- Training requirements are outlined in the Code of Federal Regulations, Part 139 section 139.319, j 2 & 3.
- All personnel who hold a current ARFF certification shall be permitted to participate in all continuing education training related to ARFF to maintain knowledge and performance skills.
- Personnel assigned ARFF responsibilities shall drive the airport daily (either day or night) and practice communications procedures to maintain proficiency.
- Periodic response drills will be conducted by the TAMU Airport Liaison. Drill may include but not limited to; the discharge of agent, airport familiarization, and communications practices. Drills will be conducted to maintain proficiency and for preparation of airport inspection by FAA personnel.
- Specialized training (i.e. aircraft Familiarization) shall be scheduled through the TAMU Airport Liaison.

TRAINING RECORDS AND INSPECTIONS

- Training record originals for all certified ARFF personnel shall be kept at the Fire administration Building with copies kept at Station 4 and at the TAMU Airport Liaison's office. Training records will be available for inspection by FAA personnel upon request.